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ABSTRACT

This resource list identifies 151 instructional products and guides to help teachers plan Education for Employment programs and facilitate student learning. The resources listed are drawn from publishers and various state and professional curriculum centers. Each listing includes a brief description of the resource, publisher, item order number, and price. A comprehensive list of the sources is included, as well as a national listing of clearinghouses and organizations that serve students with special needs. Resources are listed in the following categories: accessibility and accommodation; administration of programs; assessment; career exploration; dropout prevention; living skills; occupational topics; preemployment preparation; staff development and training; surviving on the job; textbooks; and workplace academics. (KC)

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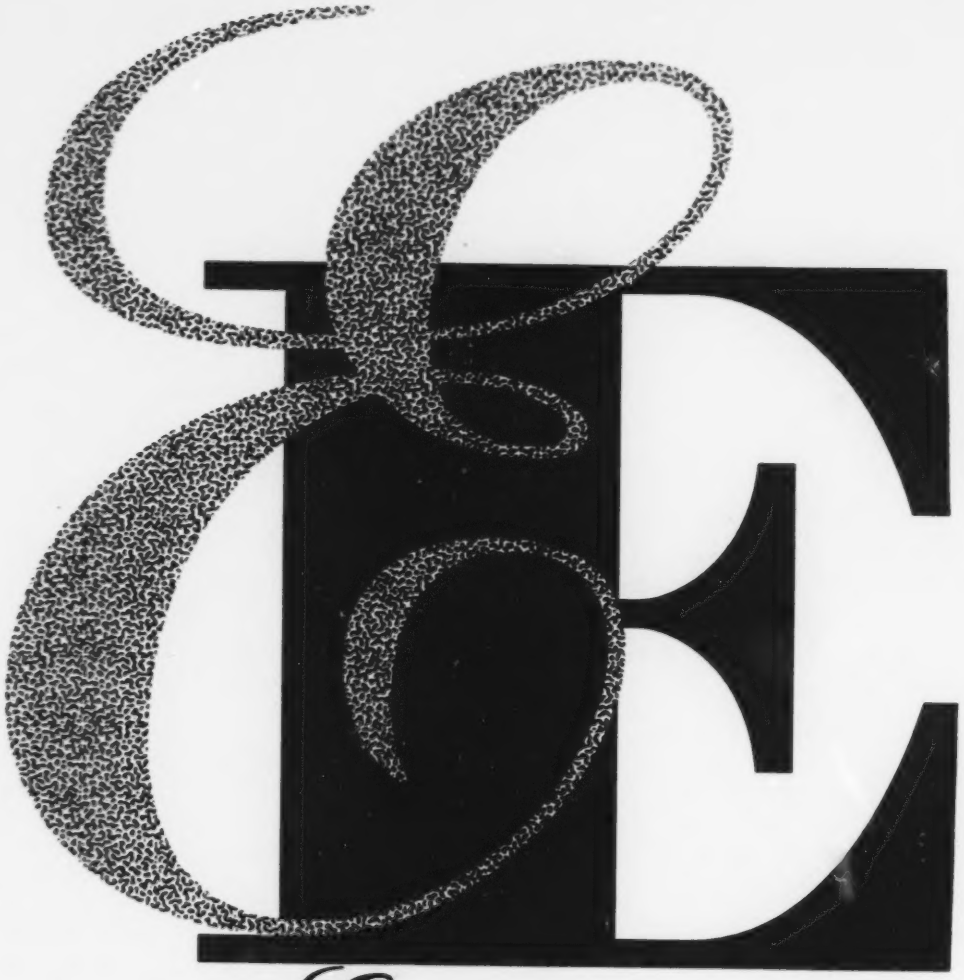

Education for EMPLOYMENT

Resource List

1996

Commonwealth of Virginia
Department of Education

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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Education for Employment Resource List

Developed by

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Office of Vocational, Adult, and Employment Training Services
Virginia Department of Education
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and

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The *Education for Employment Resource List* has been prepared to assist teachers and administrators of vocational special needs programs to plan and implement programs and instruction.

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Introduction

Student achievement is directly connected to the implementation of high quality curriculum. The *Resource List for Education for Employment* identifies instructional products and guides to help teachers plan programs and facilitate student learning. Curriculum materials are constantly being developed and updated, and therefore this list must not be considered a complete work. It is the starting point.

The resources listed in this guide are drawn from publishers and various state and professional curriculum centers. Each listing includes a brief description of the resource, its publisher, the item order number, and the price. Titles preceded by 💾 are in an electronic format.

A comprehensive list of the sources is included as well as a national listing of clearing houses and organizations that serve students with special needs.

Accessibility and Accommodation

Accessibility and Accommodation
This module includes discussion of the Americans with Disabilities Act (ADA), accessibility issues, how to make accommodations and examples of assistive technology. (1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3000-I, Instructor, $7.35

How To Provide Accommodations for Students With Learning Disabilities
This train-the-trainer module discusses possible teaching strategies to assist students with learning disabilities. (1994). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992, Item 92-3001-I, Instructor, $8.55

Administration of Programs

Assisting High-Risk Students in Goal Attainment
This document describes a model project to help high-risk clients attain their educational goals in an ABE/GED program by providing a network of support. It includes a description of the high-risk clients, a detailed account of the research phase with the information gathered, and the conclusions that followed. The document makes recommendations for improving assistance to the high-risk population. (1988). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #376, $2.25

For the Common Good: A Guide for Developing Local Interagency Linkage Teams, revised edition. Susan Imel.
The guide assists local communities in developing effective interagency linkage teams to improve service delivery to at-risk youth and adults. The guide identifies a six-step planning process, from needs assessment through implementation and follow-up. (1995). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 1-800-848-4815, Fax 614-292-1260, Item SN67, $4.75

A Guide To Alternative Intervention Strategies (AIS)
The guide assists in implementing alternative intervention strategies and includes specific procedures for initiating intervention activities, implementing Teacher Support Team, and evaluating intervention strategies. CISE (1989). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-0030-I, Instructor, $20.00

Handbook for Developing Effective Linking Strategies
This handbook helps special needs educators and others develop a collaborative approach to serving students who have disabilities. Chapters discuss establishing and maintaining a local linkage committee, developing local agreements, the role of the Individual Educational Plan (IEP), cost considerations for local level linkages, inservice training to implement and sustain linkages, and evaluation and implementation of interagency agreements. Also included are successful strategies and models for establishing and maintaining linkages. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. Item SNE302, $27.00

How To Conduct Follow-up Study for Special Needs Students
The guide assists school district personnel in conducting studies of special education graduates by including information on records of students, student interviews, and conducting parent interviews. CISE (1990). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202. 1-800-669-2465 or Fax 314-882-1992. Item 95-6500-I, Instructor, $6.00

Industry-Education Collaboration for Special Needs Youth and Adults
This resource deals with programs, strategies, and resources pertaining to collaboration of industry and education for special needs youth and adults. The booklet describes several effective approaches to furthering preparation of individuals with special needs for the economic and employment mainstream. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #291, $.75

A Model Program for Serving LEP Students. Joan E. Friedenberg.
This 45-minute videocassette and Facilitator's Guide provides a comprehensive training program for vocational, career, and occupational education training professionals who serve learners with limited English proficiency. Effective for both inservice and preservice training, the program is appropriate for teacher education programs. state departments of education, postsecondary institutions, local education agencies, occupational training programs, and others responsible for professional development and program improvement. (1991). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item LT71, $49.50

Partnerships in Business and Education: Helping Handicapped Students Become a Part of the Job Training Partnership Act (JTPA)
The 700-page handbook contains descriptions of more than 100 successful JTPA programs. It presents information on participation, considerations for proposal development, youth competency systems, and issues in preservice preparation, Examples of competencies, requests for proposals, sample proposals, and interagency agreements are also included. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. Item JTPA200, $36.00

Preparing Quality IEPs
This resource contains three major sections: *Writing Quality-Present Level-of-Performance Statements, Annual Goals and Short Term Objectives,* and *Writing Evaluation Criteria and Procedures for IEP Objectives.* Missouri DESE and IA. Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-0132-I, Instructor, $10.35

Procedural Safeguards for Children and Parents
This document describes procedures as required by Public Law 94-142 according to the Individuals with Disabilities Educational Act (IDEA), Subpart E. CISE (1994). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-2000-I, Procedural Safeguards, (25/pkg) $5.00

Profiles of Success: Twelve Exemplary Approaches to Serving Secondary Special Education Students Through the Carl D. Perkins Vocational Education Act (H.)
This document presents profiles of 12 exemplary sites selected by CEW. Each project/program description includes location, background information, activities that meet the Perkins Act mandates, evidence of the project's effectiveness, technical assistance available, exhibits, and additional information. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. Item SNE402, $35.00

Regional Vocational Special Needs Coordinator's (RVSNC's) Handbook
This handbook assists special needs coordinators and others interested in initiating and coordinating supplementary support services for vocational special needs students. The handbook includes practical information to aid in meeting the mandates of the Perkins Act and in providing effective support services to special needs vocational education students. (1988). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #359, $84.00

School-to-Work Transition for At-Risk Youth. Sheila H. Feichtner.
This book describes the transition process to help at-risk youth develop skills and attitudes needed to secure and maintain employment and an adult life-style and identifies program and service barriers

that compound the societal barriers faced by at-risk youth. (1989). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item IN339, $8.75

Self-Advocacy
This train-the-trainer module defines self-advocacy and the process behind becoming a self-advocate. CISE (1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3020-I, Instructor, $6.90

Still Puzzled About Educating Students with Disabilities? Vocational Preparation of Students with Disabilities
This revised and updated version of a popular book helps vocational educators and others provide appropriate vocational education for students with special needs by modifying vocational programs. Readers will find samples of modifications of instructional materials. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. PAS400A, $39.00

Support Services
This train-the-trainer module discusses the philosophy of support services for postsecondary students with disabilities as well as services provided at pilot project sites. CISE (1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-5000-I, Instructor, $6.45

Transition for Disadvantaged Students
This resource provides a process for transitioning individuals from high school or community college to post-school employment or training. It addresses the elements of transition for the disadvantaged, initiation and assessment of the process, and lessons learned from existing programs. (1990). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #438, $15.75

Vocational Counselor for Special Populations Manual
The manual provides guidance to secondary and postsecondary vocational special needs counselors with information on counseling, advocacy, program development, assessment, career development and transition, and meetings and contacts. CISE (Revised 1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-0300-I, Instructor, $20.35

Vocational Education Programs for the Disadvantaged. Michelle D. Sarkees, Lynda L. West, and Jerry Whircenski.
This book describes the characteristics of disadvantaged youth and defines the classifications of those populations. It offers strategies for ensuring equal access to vocational programs. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item IN329, $5.25

Assessment

Access Skills Employability and Study Skills Assessment and Curriculum Guide

The guide provides informal assessment instruments and curriculum materials for assessing and teaching employability and study skills to junior high school students. CISE (1987). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-3261-I, Instructor, $45.00

Career Assessment Instrument Resource Guide

The guide reviews principles, processes, and 175 instruments used to assess special needs students in academic, daily living, personal-social, and occupational domains. CISE (1987). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-1034-I, Instructor, $30.00

Generic Informal Assessment Instruments Checklist

The checklist contains tasks to measure fine skills within vocational programs (math, physical demands/working environment, aptitudes, temperament, and vocational) and has checklists for specific vocational programs. The resource can be used with Vocational Readiness Skills. CISE (1986). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202,1-800-669-2465 or Fax 314-882-1992. Item 95-3270-I, Instructor, $20.00

Student Identification Series

These five brochures provide brief introductions, signs to look for, and teaching tips to help identify and work with special needs students. Chapters cover *Address Aggression, Withdraw/Fade/Vanish, On Learning Disabilities, Hearing Impairment Is Everyone's Loss,* and *Test Your Insight into Eyesight.* (1978). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #258, $1.25

Vocational Assessment of Secondary Special Needs Students

This document addresses vocational assessment of secondary special needs students. Included are sections on the vocational assessment mandate found within the Perkins Act, parent/guardian notification and consent guidelines, student identification, questions and answers, assessment collection information, general guidelines for instrument selection and testing of special populations, sample reporting forms, and names and addresses of publishers of vocational assessment instruments. The manual also includes matrices identifying various types of vocational assessment instruments. (1988). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #361, $26.25

Vocational Assessment of Special Students for Vocational Education: A State-of-the Art Review. Michael Peterson

The book clarifies issues on assessment of special needs students, including disabled, disadvantaged, elderly, limited English-proficient, incarcerated, and veterans. It presents considerations based on comprehensive views of vocational assessment to constitute a holistic approach to career development. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item IN327, $8.00

Career Exploration

Activities For Individualized Career Exploration & Planning

This newly revised text/workbook provides a structure for group or self-paced individual use. It contains the Career Exploration and Planning Program (CEPP) assessment checklists in addition to other orientation and career exploration experiences. Self assessment of interest, temperaments, and aptitudes identifies related worker trait groups for exploration. Exploration experiences help identify potential career directions. Students identify knowledge and skills related to their preferred career direction and develop an educational plan to test their abilities and confirm their interests. Self directed activities are useful in both in- and out-of-school settings. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item 3210V (Pkg. 10), $24.95

Career Awareness Plus

This series includes a pair of high-interest books for each employment area: the "jobs book" for examining seven different jobs and the "words book" for developing job-specific vocabularies. Reading Level: 2.0-3.5, Interest Level: 6-12/ABE/ESL. Jobs in hospitals, restaurants, stores, and hotels/motels are explored. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Each title has a teachers guide ($2.95).

Hospital Jobs, 822-41310-8, $6.45
Hospital Words, 822-41312-4, $6.45
Hotel/Motel Jobs, 822-41315-9, $6.45
Hotel/Motel Words, 822-41317-5, $6.45
Restaurant Jobs, 822-41320-5, $6.45
Restaurant Words, 822-41322-1, $6.45
Store Jobs, 822-41325-6, $6.45
Store Words, 822-41327-2, $6.45

The Career Box

A box of 56 illustrated booklets describes 56 entry-level jobs in seven areas: transportation and travel, construction and precision production, general and protective services, sales and retail services, health services, and administrative support. They are written for the 3rd grade reading level and 6-12th grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Item 835-91054-7, $130.00

Career CompuSearch (H. A.)

This software product provides four self-paced assessments to aid both adults and youth in career exploration:

Career Area Interest Checklist —uses the interests of a person for performing work tasks as a basis for assessing interests related to the World of Work.
Work Activities Interest Checklist—assesses the various interests in 10 types of work activities.
Work Situations Temperament Checklist —assesses interests in 10 types of work situations into which all jobs may be classified and in which workers must cope or adjust.
Aptitudes Checklist —provides for self-assessment of nine aptitudes; used with the General Aptitude Test Battery (GATB) and those used by the Department of Labor in rating occupations.

The program allows users to enter the results from a printed version of the assessment instruments, take assessment on line, or use a combination of the two. Using a "degree of fit" profile, the program

identifies Worker Trait Groups within the preferred career areas that match the individual's assessment results. The CompuSearch program may be installed on a hard drive and will operate on Novell or Apple networks. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197.

Item MRCC-MS5, MS-DOS, 5.25", $249.00
Item MRCC-MS3, MS-DOS, 3.5", $249.00
Item MRCC-A3, Apple, 3.5", $249.00
Note: The program purchase price includes a site license allowing all copies needed for installation in a single building.

Career Delivery Units (CDU)

CDU is a comprehensive career planning resource for students at the middle and high school levels. It guides students through an in-depth self-study of their interests, personal values, attitudes, and aptitudes and instructs them in communication, problem solving, decision making, and goal setting. CDU consists of 13 separate self-study and skills training units that cover self-knowledge, communication, problem solving, and decision making. The Teacher Handbook provides objectives, teaching strategies, activities, and a summary for each unit. Student reference guides contain unit activities and assignments. These materials may be used on an individual basis or as a group instructional guidance program for choosing a career. (1994). Available from CTB-McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 800-474-4546, Fax 800-282-0266, Item 1847078PT, Set of 25 with Teacher Handbook, $123.75

Career Education Mini-Course

The mini-course helps students with low-level communication skills consider their futures and investigate possible careers. Units include activities focusing on self-concept, an introduction to the world of work, and an exploration of the world of work. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #228, $1.25

Careers: Exploration and Decision

This soft cover text emphasizes students' assessments of their own needs, likes, and values and includes basic forms for evaluation of a variety of careers. Written for the 5th- or 6th-grade reading level and interest level 6th grade or above. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Item 822-44679-0, $11.95

Career Explorer

Board game introduces the basic concepts of career planning within the middle school or high school classroom or counseling environments. The lesson plan is focused on the use of Model Characteristics of various occupations as defined by the *Dictionary of Occupational Titles*. It explains how different occupations can be categorized using the widely accepted occupational codes: realistic, investigative, artistic, social, enterprising, and conventional. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. Item CEGAME $49.95

Career Investigation Guide: A Comprehensive Career Exploration Curriculum for School-To-Work Transition

This comprehensive curriculum for grades 7-12 is packaged in three binders. It includes 90 daily lesson plans, instructional aids, and evaluation instruments and provides a complete career planning process including a student career planner and portfolio. Curriculum topics include personal money management, self assessment, career decision making and goal setting, communication skills and methods, occupational clusters, career pathways, securing and changing employment, entrepreneur-

ship, coping with change, and employer evaluation. (1994). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item CIG, $250.00

The Career Orientation and Planning Profile (COPP)

COPP enables individuals to explore their interests, abilities, skills, and career opportunities. It identifies and correlates many of the dynamics of one's life through assessments by and interaction with a counselor, teacher, or close personal associate. This plan includes data for course selection, indications for further training needed, and consideration of suitable occupations. Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260. A complete set of materials includes the Teacher and Counselor Manual and Student Guides, Planners, Portfolios, Assessment Forms, and parent materials for 30 students.

School Set, Grades 7-9, Item CP 101A, $85.00
School Set, Grades 9-12, Item CP 101B, $85.00
School Set, Adult, Item CP 101C, $83.00

COPP Teacher and Counselor Manual (available individually) includes instructions for the administration, scoring, interpretation, and use of the COPP Profile and career planning activities that enhance occupational selection and target instruction to students' needs. Item CP 103, $29.00

COPP Orientation Video, 9-minute VHS, Item CP 117, $16.00

COPP Student Career Planning Guidebook emphasizes planning and building credentials and explains how to use the planners and portfolios as students take charge of their careers.

Student Guide, Grades 7-9, Item CP 104 (pkg/30), $25.00
Student Guide, Grades 9-12, Item CP 105 (pkg/30), $25.00
Student Guide, Adult, CP 106 (pkg/30), $28.00

Career Planner consists of an 8-page spreadsheet that helps individuals establish and achieve occupationally focused career goals through an established planning process.

Career Planner, Grades 7-9, CP 107 (pkg/30) $9.00
Career Planner, Grades 9-12, CP 108 (pkg/30) $9.00
Career Planner, Adult, CP 109 (pkg/30) $9.00

Career Portfolio helps students to organize information for career planning, including demographic information, educational plans, activities, test scores, work experience, and more.

Career Portfolio, Grades 7-9, Item CP 110 (pkg/30) $9.00
Career Portfolio, Grades 9-12, Item CP 111 (pkg/30) $9.00
Career Portfolio, Adult, CP 112 (pkg/30) $9.00

Parent Information File contains activities and suggestions for parents to become involved in the career planning process and informed about their child's educational and career progress.

Parent Information Portfolio, Item CP 113 (pkg/30), $8.00
Parent Information Portfolio, Grades 7-9, Item CP 125 (pkg/30) $9.00
Parent Information Portfolio, Grades 9-12, Item CP 124 (pkg/30) $9.00

Career Orientation and Preparation for Teen Parents Curriculum

The course provides information concerning career orientation and preparation for teen parents, focusing on nontraditional occupations and reflecting current labor market trends. The contents include objectives, a review of the initial class, flyers and forms, careers study and tours information, specific course content, and resource lists. Available from Curriculum Publishing Clearinghouse,

Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #374, $7.00

Exploring Careers
This 52-page spirit master book covers sexism and jobs, disabilities and jobs, career clusters, probable earnings and cost of living, hobbies and jobs, goal setting, part-time jobs, careers in health, construction, sports, selling, and working with youngsters. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221-9372, Fax 212-675-6922. Item R310, $39.00

The JIST Career Planning and Job Search Course
The complete and flexible 20-session curriculum covers all major career planning and job search topics. Each session write-up provides performance objectives, session presentation tips, materials needed or referenced, specific class activities with time required for each activity, supporting overhead transparencies/handouts that review key content, suggested homework and outside assignments, and supplemental discussion and quiz questions. The curriculum uses J. Michael Farr's book *The Very Quick Job Search* as a student text. (1993). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202. 1-800-648-5478, Fax 1-800-547-8329.

181-page curriculum including 52 printed transparency/ handout masters, Item JP-JSCC, ISBN 1-56370-094-8, $29.95

Set of 52 multicolor overhead transparencies covering key points in curriculum, Item JP-JSCT, ISBN 1-56370-109-X, $69.00

Complete Curriculum Kit: printed curriculum, overhead transparencies, and a copy each of *The Very Quick Job Search* and *The Very Quick Job Search Activity Book* Item JP-JSKIT, ISBN 1-56370-107-3, $99.00

The Very Quick Job Search, Item JP-J1812, ISBN 1-56370-181-2, $14.95

JOB-O, enhanced edition
This newly updated self-administered, self-scoring career exploration program helps students in grades 7 and up match educational aspirations, job interests, and interpersonal and physical characteristics with 120 major career titles. Career information is updated every two years with the latest Department of Labor data. The Assessment Booklets are reusable. Answer Folders give users essential job information for career decision making projected into the 21st century. Users can conduct further research using the *JOB-O Dictionary*. The *JOB-O Manual* helps administrators implement the program. (1995) Available from CTB-McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 800-474-4546, Fax 800-282-0266.

25 Booklets and Folders, Item 1847578PT, $47.00
Answer Folders (25), Item 1847678PT, $12.00
Answer Folders (100), Item 1847778PT, $38.00

JOB-O Job Box
This is a card catalog-style reference to more than 1000 job titles for exploration by middle school and high school students. The *JOB-O Job Box* can be used with the JOB-O programs or as a stand-alone resource. Job Box cards include information on the nature of each job, closely related jobs, high school preparation, job entry requirements, current earnings, and reasoning, math, and language requirements. Each card includes DOT, SOC, OES, and Holland codes to make cross-referencing easy. (1993). Available from CTB McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 800-474-4546, Fax 800-282-0266, Item 1847478PT, $98.00

Multimedia Career Center

This multimedia program employs photographs, audio, and live-action video clips to introduce students to the 12 work areas and 66 worker-trait groups. It describes more than 500 careers, allowing students to explore the educational requirements, interests, aptitudes, work activities, and physical requirements specific to each. The Career Center assists students wishing to enter the job market, college or a vocational program. It contains two CDs and documentation. System Requirements: MPC Standard, 4 MB RAM required (8 MB highly recommended), and a mouse. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item CCP0164CI-TGG, $385.00

The Multimedia Guide To Occupational Exploration (The Multimedia GOE)

The Multimedia GOE is a comprehensive CD-ROM program for users of all ages and ability levels. It guides users as they explore the 12 work areas and 66 worker trait groups. Users answer a series of questions about their skills and interests, then explore interest areas, career clusters, and specific occupations by video clips, narration, and on-screen information. It helps users learn the difference between an occupational interest and a career plan. The GOE allows users to print occupational and personal information, encouraging participation from counselors and parents. Requirements: MPC2 Standard,8 MB RAM, IBM 486 or compatible, 16-bit color, CD-ROM (Double Speed, 300K Transfer Rate), approximately 10 MB open on hard drive. Contents: Two compact disks and documentation, one *Occupational Outlook Handbook*, and one *Dictionary of Occupational Titles*. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item CCP0191CIGG, $295.00

The Right Job For You: An Interactive Career Planning Guide

This guide contains everything needed for thorough career planning, including information on all major jobs and worksheets, examples, checklists, and case studies. It includes information useful in understanding values, reviewing experiences, identifying skills, defining the ideal job, exploring career and job alternatives, matching self to more than 300 jobs, considering education and training options, and making decisions. (1991). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329, Item JP RJ, ISBN 0-942784-73-1, $9.95-10+ Copies, 15% Discount

Dropout Prevention

A Compendium of What Works for Vocational Educators in Dropout Prevention

The compendium provides examples of successful strategies, models, and programs that work in motivating at-risk youth to stay in school. It illustrates more than 140 school-based interventions that have proven successful in promoting student retention. Programs are indexed by name of program, by subject, and by geographic area. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item SP700DP03, $11.50

A Guide for Dropout Prevention: Creating an Integrated Learning Environment in Secondary Schools

The guide provides a planning process for school personnel to examine systematic school factors that can be modified to keep at-risk youth in school. It presents classroom-based and school-based interventions and identifies the variables being manipulated in those interventions to create an effective environment for dropout prevention. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item SP700DP01, $13.25

The Dropout Prediction Scale. James M. Weber and Kyle Klinger.

This procedure for identifying potential dropouts is research based, objective, systematic, and computer scored. It can be used by counselors, administrators, teachers, or anyone working with at-risk students. The procedure uses questionnaires based on the most commonly looked-for characteristics among potential dropouts. The package includes user's guide, 100 student questionnaires, and Dropout Prediction software for IBM compatible computers. (1990). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848 4815, Fax 614-292-1260, Item SP700PS01, $24.95. Item SP700PS02, additional student questionnaires, pkg. of 50, $4.95

Identifying Potential Dropouts: A Compilation and Evaluation of Selected Procedures. James M. Weber.

The guide supports the early identification of potential dropouts as a vital first step in dropout prevention and intervention. It evaluates 13 systematic and replicable dropout identification or prediction procedures used in schools and selects the best existing procedures. (1989). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item SP700DP04, $7.00

The New Student's Orientation And Drop-Out Prevention Program. J. Michael Farr.

Program contents include student introductions that promote positive interaction among students and staff; the Career Success Program that presents the school's career exploration program, vocational education program or department, or job search and/or placement services positively and professionally; guidance, career decision making, placement that acquaints students with the school's services and the requirements for accessing them; and the Job Search Quiz, a highly interactive, informative session that presents labor market information of great interest to students. The program comes in a three-ring binder that includes step-by-step instructions and overhead transparencies for

each activity. Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329.

Item JP-ORENT, ISBN 0-942784-98-7, $95.00 (Includes transparencies)
Item JP-ORTRAN, $49.95 (18 transparencies only)

Retaining At-Risk Students: The Role of Career and Vocational Education. Lloyd W. Tindall.

The book reviews the causes of at-risk status and their implications for the U.S. labor force. It describes vocational and nonvocational strategies and exemplary programs for serving at-risk youth and discusses the role of career and vocational educators in addressing the problems of these youth. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item IN335, $6.00

The School's Choice: Guidelines for Dropout Prevention at the Middle and Junior High School

Guidelines help teachers, counselors, and administrators promote school bonding, improve students' basic and vocational skills, and ensure advocacy by making available to students information about counseling, alternative schooling and course options, support groups, and organizations to help students complete school. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item SP700DP02 $13.25

Youth At Risk: A Resource for Counselors, Teachers, and Parents. Edited by Dave Capuzzi and Douglas R. Gross.

This book contains information from 24 experts in adolescent counseling about preventing and treating the devastating problems facing today's youth: alcohol and drug abuse, teen pregnancy, eating disorders, gang wars, suicide, stress, sexual abuse, AIDS, and more. The resource provides model programs, case studies, recommended interventions, and detailed explanations of the factors that place so many young people at risk. (1989). Available from Empak Publishing, 212 E. Ohio St., Chicago, IL 60611, Fax 312-642-9657, ISBN 1-55620-065-X, $33.95

Living Skills

Adaptive Living Skills Curriculum (ALSC). Robert H. Bruininks, Lanny E. Morreau, Cheri J. Gilman, Jean L. Anderson.

The Adaptive Living Skills Curriculum (ALSC) and the *Checklist of Adaptive Living Skills (CALS)* are part of an integrated system that links assessment, instruction, and evaluation. *ALSC* and *CALS* look at approximately 800 specific behaviors from infancy to adulthood, organized into 24 modules within four broad domains: Personal Living Skills, Home Living Skills, Community Living Skills, and Employment Skills. Each unit provides goals and precise, measurable training objectives, specifies the most natural setting and materials for teaching the skills, introduces concepts and vocabulary, provides a range of activities for developing the skill, and states performance standards for evaluating the objective. (1991). The Riverside Publishing Co., Clinical Customer Service Dept., 8420 Bryn Mawr Ave., Chicago, IL, 60631, 800-767-8378, Fax 312-693-0325.

Item 9-22176, ALSC Complete Program (Includes Manual and 4 Curriculum Guides), $341.00
Item 9-22175, Personal Living Skills, $95.00
Item 9-22173, Home Living Skills, $95.00
Item 9-22171, Community Living Skills, $95.00
Item 9-22167, Employment Skills, $75.00

Checklist of Adaptive Living Skills (CALS). Lanny E. Morreau and Robert H. Bruininks

CALS targets the specific behaviors each individual needs to develop, determines instructional needs, develops individual training objectives, and provides a continuous record of progress. (1991). The Riverside Publishing Co., Clinical Customer Service Dept., 8420 Bryn Mawr Ave., Chicago, IL, 60631, 800-767-8378, Fax 312-693-0325.

Item 9-22163, CALS Complete Program (Includes Manual 25 and Checklists), $75.00
Item 9-22210, Pkg. 25 Checklists, $55.00

Coping With Life

One in a series of modules designed for Family Living and Parenthood education, this guide consists of classroom-ready competency-based units on building self-esteem, managing stress and handling peer pressure. IML. (1992). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.
Item 40-4500-I, Instructor, $21.70

Decision Making and Problem Solving

Manual covers decision making, approaches to problem solving, problem solving for everydaylife, creative problem solving, and business problem solving. IML (1991). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 20-0100-I, Instructor $6.50

Independent Living Skills Foods

Self-paced, self-contained material covers kitchen safety, shopping lists, kitchen utensils and appliances, measurement, four basic food groups, shopping and buying food, meal preparation and sanitation, microwave use, following directions, and table setting and manners. IML (1991). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-4200-S, Student, $25-00
Item 90-4200-K, Key $2.00

Janus Survival Guides

This series of 11 soft cover books assists students who read well below grade level to prepare for employment. They are written at a 3rd-4th grade reading level and a 6th-12th grade interest level. Each title has a teacher's guide ($2.95 each). Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1 800-848-9500, Fax 614-771-7361.

Becoming a Driver, 822-46652-0, $7.15
Finding a Good Used Car, 822-46654-6, $7.15
Getting Around Cities and Towns, 822-46656-2, $7.15
Help! First Steps to First Aid, 822-43658-9, $7.15
Help! First Aid and Biology, 822-46607-8, $7.15
Reading a Newspaper, 822-46660-0, $7.15
Reading and Following Directions, 822-46662-7, $7.15
Reading Schedules, 822-46664-3, $7.15
Using the Phone Book, 822-46666-0, $7.15
Using the Want Ads, 822-46668-6, $7.15
Planning for Your Own Apartment, 822-45420-3, $7.15

Life Skills Attitudes in Everyday Living

Targeted to junior and senior high school students, this text covers the attitudes and skills that students need to cope effectively with day-to-day situations. It deals with basic attitudes of honesty, willingness, and teamwork as applied in school, home, and work situations, showing how unhelpful attitudes are counterproductive. Topics covered include being honest, being on time, being willing to work, accepting orders, getting along with others, following directions, and being a family member. Teacher's Guide free with order. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221-9372, Fax 212-675-6922. Item R365, 1-9 copies $7.75 ea., 10 or more $5.75 ea.,

Life Skills Series

This series teaches vital basic living skills for today's world. Teacher editions will require a binder. (1995). Available from Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154. Order binder TA5010, $5.00.

Managing Personal Matters: Personal Records, Risk Management, Health Insurance, Life Insurance, Property Insurance, Wills, and Funerals.
Item BS2000, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3000, Additional Student Editions, request price

Development of Financial Skills: Earning Money, Managing Money, Spending Money, Protecting the Consumer, Using Financial Services, Securing Credit.
Item BS2004, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3004, Additional Student Editions, request price

Effective Employment Practices: Career Planning, Locating a Job, Application Process, Paycheck, Succeeding on the Job.
Item BS2001, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3001 Additional Student Editions, request price

Effective Communication: Understanding Communications, Improving Communications, Using Words Correctly, Giving Oral Presentations, Planning Written Communication, Writing Letters and Reports.

Item BS2008, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3008, Additional Student Editions, request price

Responsible Citizenship Practices: Getting to Know Our Government, Understanding Local Government, Meeting Our Community, Understanding American Symbolism, Voting, Law Enforcement.
Item BS2006, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3006, Additional Student Editions, request price

Successful Study Habits: Time Management, Techniques of Learning, Effective Test Taking.
Item BS2007, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3007, Additional Student Editions, request price

Successful Clothing Management: Wardrobe Planning, Reading Labels, Clothing Care.
Item BS2009, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3009, Additional Student Editions, request price

Basic Automotive Responsibilities: Buying a Motor Vehicle, Maintaining a Motor Vehicle, Purchasing Motor Vehicle Insurance, Planning a Trip, Using a Road Map.
Item BS2005, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3005, Additional Student Editions, request price

Successful Human Relations: Understanding Human Relations, Developing Attitudes, Coping Skills.
Item BS2002, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item BS3002, Additional Student Editions, request price

Money Management Skills

This series of three easy-to-read, soft cover books focuses on managing money with topics such as opening and maintaining a checking account, short- and long-term budgeting, and forms. They are written at a 4th-grade reading level and a 6th-12th grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361.

Budgeting and Spending Skills 1, Item 822-41438-4, $7.15
Activity Book 1, Item 822-41440-6, $5.75
Budgeting and Spending Skills 2, Item 822-41442-2, $7.15
Activity Book 2, Item 822-41444-9, $5.75
Checking Account, Item 822-41363-9, $6.80
Budgeting, Item 822-41111-3, $6.80
Forms, Item 822-43056-8, $6.80

Money Matters Guides

This series of eight soft cover books focuses on managing money. They are written at a 2.5-grade reading level and a 6th-12th grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1 800-848-9500, Fax 614-771-7361. $6.95 for individual titles, $2.95 for individual teacher's guides.

Be Ad-Wise, Item 822-44653-7

Be Credit-Wise, Item 822-44654-5
Insure Yourself, Item 822-44657-0
Know Your Rights, Item 822-44659-6
Make Your Money Grow, Item 822-44662-6
Master Your Money, Item 822-44664-2
More for Your Money, Item 822-44666-9
Pay by Check, Item 822-44673-1

On Your Own

This simulation depicts a high school graduate opening a checking account, renting an apartment, applying for credit, looking for a job, buying a car, and paying taxes to illustrate what it means to be "on your own." Students follow the graduate's progress using a simulated checkbook, expense report, and personal financial record folder. (1996). South Western Educational Publishing, ATTN: Sales Support, 5101 Madison Road, Cincinnati, OH 45227-1490, 1-800-824-5179, Fax 1-800-487-8488.

On Your Own, Item 0-538-62328-4/FH02AC, $12.95
Teacher's Manual, Item 0-538-62329-4/FH02AX, $14.95

Preparing a Budget

This brief unit includes a pretest, vocabulary words, supplemental reading sheet, detailed steps on how to make a budget, worksheet, sample budget, self-test, and an evaluation method. It is written at a level appropriate for special needs students, junior high students, or LEP students. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #226, $1.00

Successful Living Skills

This series of five soft cover texts focuses on getting ready for the world of work. It is written at a 3rd-grade reading level and a 6th-12th grade interest level. Each text has its own teacher's guide. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. $7.15 for individual titles, $2.95 for individual teacher's guides.

Get that License!, Item 822-41117-2
Owning A Car, Item 822-41119-9
The Telephone Book Can Help You, Item 822-41121-0
Get That Job!, Item 822-41115-6
The Way To Work, Item 822-41123-7

Your Checking Account

This unit helps special needs students understand and use a checking account. Lessons focus on advantages of checking accounts, signature cards, deposit slips, writing checks, completing check stubs, and reconciling bank statements. It contains vocabulary words, readings, examples, and activities. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #240, $1.75

Your Food Dollar

This unit informs high school special education students about their food dollar, so they can make appropriate choices when shopping for food. It includes a pretest, student objectives, and readings, examples, and activities/exercises to present the basic four food groups, label reading, seasonal foods, food storage, and other shopping techniques. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #239, $1.75

Occupational Topics

Air Conditioning/Refrigeration Supplementary Units

Eleven units cover safety, current, voltage, resistance, relays and conductors, electric motors, electrical components, compressor problems, mechanical problems, electrical problems, air conditioning systems, charging units and preventive maintenance in refrigeration units. IML (1988). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 90-7040-S, Student, $28.00

Auto Detailing

This guide is designed to stand alone or as an addition to the Auto Body Curriculum Guide. It covers customer relations, good body mechanics, chemical safety, and cleaning and polishing the vehicle inside and out. IML (1995). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 70-1015-I, Instructor, call for price

Auto Body Repair Supplementary Units

Designed for special needs students as a supplement to Auto Body Repairs curriculum guide, the units cover safety, jacking and lifting, welding, body fillers, surface preparation, sanding, primers and guidecoats, masking, and diagnosing and analyzing damage. IML (1990). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-6200-S, Student, $25.00
Item 90-6200-K, Instructor Key, $3.50

Auto Body Vocabulary Module

Three units of terms on metal forming, filling, and painting are presented in videos with 390 illustrations, instructor's guide, and one student work manual. IML (1981). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-6217-V, Video, $30.00
Item 90-6217-S, Additional Student Work Manual, $3.00

Auto Mechanics Supplementary Units

Ten units cover service manuals, shop safety, preventive maintenance, tire and wheel alignment, tire balancing, struts shocks, use of meters to test wiring and switches, charging systems, cranking systems and ignition systems. IML (1988). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-6020-S, Student, $ 22.50
Item 90-6020-K, Instructor Key, $ 2.00

Building Trades Supplementary Units

These units cover a cluster of three building trades areas—carpentry, electrical wiring, and plumbing. They include information on work attitudes and careers, safety, applied math skills, basic carpentry skills, hand tools, measuring and materials, electrical wiring procedures, equipment, and materials. IML (1987). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316

Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 90-8011-S, Student, $38.75

Machine Shop Supplementary Units

Nine self-paced, self-contained instructional units are designed for special needs students mainstreamed into the regular machine shop classroom. Units include speeds and feeds, using a CNC machine, CNC machine safety, tool variables for machining, and grinding the lathe tool bit. IML (1991). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-9200-S, Student, $15.00
Item 90-9200-K, Key, $2.00

Occupational Cluster Resource Notebooks for Special Needs Learners

These resource notebooks assist vocational and special needs educators with the mainstreaming of special needs students in vocational classes by presenting information, resources, ideas, tips, and innovative programs. Each notebook has competency lists; identification, assessment, and evaluation; instructional planning and curriculum development; instructional management; instructional materials and bibliographies; communication and inservice strategies; occupational success stories; exemplary programs; and general information and materials. (1981). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869.

#195a *Agricultural Occupations,* $14.00
#195b *Business, Marketing, and Management Occupations,* $14.00
#195c *Health Occupations,* $14.00
#195d *Home Economics Occupations,* $14.00
#195e *Industrial Occupations,* $14.00

Plumbing Special Needs Curriculum

Ten units focus on procedures for making household plumbing repairs, including a unit on safety. IML (1981). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 90-8407-S, Student, $10.50

Plumbing Supplementary Units

Ten self-paced, self-contained instructional units designed for special needs students mainstreamed into the classroom include cutting, reaming and threading pipe; soldering copper tubing and fittings, making a flare joint, joining plastic pipe and fittings; repairing faucets; replacing a toilet; servicing a main drain; measuring materials; tools and equipment, and safety in plumbing. IML (1991). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-8410-S, Student, $18.00
Item 90-8410-K, Key, $2.00

Restaurant/Institutional Food Service Supplementary Units

These units cover restaurant and institutional food service methods and correspond to a previously developed guide that emphasizes fast food. Units include occupational food service programs, safety, preparing foods and interpreting recipes, basic math skills, sanitation, and human relations on the job. IML (1987). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 90-4091-S Student, $15.00

Service and Repair of Small Engines Step-By-Step Procedures
Instructor Packet includes motivational techniques, transparency masters, and unit tests and one each of the eight student lab manuals. Student manuals include step-by-step procedures and detailed illustrations on Briggs & Stratton engine repair. IML. Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Instructor Packet (includes set of 8 student lab manuals), $45.00
Student Reference, $23.00
Ignition, $3.50
Carburetor, $3.50
Rewind Starters, $3.50
Compression, $3.50
Governors, $3.50
Lubrication, $3.50
Troubleshooting, $3.50
Maintenance, $3.50

Shop Safety
This resource instructs students on safety rules when working in the general shop. Lessons cover general shop safety rules, safe dress in the shop, work habits, fire protection, and first-aid. Each includes a pretest, supplemental readings, worksheets, a self-test, and an evaluation method written at a level appropriate for special needs students, junior high students, or LEP students. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, 1-800-322-3905, Fax (309)298-2869. Item #222, $1.25

Show-Me Signs Booklet
Produced by Missouri School for the Deaf, booklet pictures 150 common hand signs. Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3000-S, Student, $2.50

Skills for Health Care Assistants Vol. I
Designed for students with special needs in health services assistant and nurse assistant programs, this guide contains units on self-esteem, developing professional work attitudes, work maturity, organizing your work, being sensitive to patient's needs, infection control, giving perineal care, giving perineal care with a catheter, ambulating a patient, giving decubitus care, and using basic math skills. IML (1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-5641-S, Student, $13.00
Item 90-5641-I, Instructor Key, $3.50

Skills for Health Care Assistants Vol. II
Volume II contains units on orientation to health occupations, handwashing, measuring intake and output, care and use of the bedpan and urinal, feeding the patient, bathing, hair care, mouth care, shaving, giving a back rub, bedmaking, body mechanics, transferring the patient, temperature, pulse and respirations, and blood pressure. Instructor keys provide answers to skill sheets, evaluations, and supplemental activities. IML (1994). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-5642-S, Student, $20.00
Item 90-5642-I, Instructor Key, $5.00

Welding Vocabulary Module

Gas Welding has three sections on equipment and safety, lighting the torch, and the gas welding process. Arc welding has three sections on equipment and safety, striking the arc, and welding with an electrode. The kit includes two videotapes with 361 illustrations, instructor's guide, and one student work manual. IML (1981). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-9020-V Videotape Kit, $30.00
Item 90-9020-S Additional Student Work Manual, $2.00

Pre-Employment Preparation

CARE Kit: Combining Activities with Real Experiences

This kit is for young teenage students preparing for the world of work. It contains individualized packages of work-related activities in 67 topical areas, including Job Getting Skills, Understanding Myself and Others, and Career Choices. Each topic contains six instructional options which vary in reading difficulty so that students and teachers may select the most appropriate option. The print material includes activities, student worksheets, case studies, and games. (1979). Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869.

Item #144b, Teacher and Student material, $20.75
Item #144c, Packet of 140 student worksheets, $2.50
Item #144d, 5 cassette tapes, $14.00

Critical Steps of Job Interviewing

A sequence of learning steps enables students to respond favorably in on-the-spot interview situations. Interactive learning allows them to practice the critical steps by viewing film models and responding to audiotape simulations. It permits learning in small segments and demands active student participation. (1995). Available from Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154.

Item TA1001 (71 pages), Administrator's Kit (includes one 1/2" VHS videocassette, 3 audiotapes and 1 teacher manual), $175.00
Item TA3001, Additional Student Editions, $3.00
Item TA3001, Student Editions (6 or more), $2.00
Item TA5010 Binder, $5.00

Designing Creative Resumes

This book shows how to design resumes that will attract and sustain the interest of any prospective employer. Crisp Publications, 1200 Hamilton Court, Menlo Park, CA 94025-9604, 1-800 442-7477, Fax 1-415-323-5800. Item 053-1 (175 Pages) $15.95

Finding a Job

This soft cover text covers ads and applications, interviewing, and deciding if the job is right. Written for the 3rd grade reading level and 6th-12th grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Item 822-44227-2, $6.80

From School to Work. J. J. Littrell, Ed.D., James H. Lorenz, Ed.D., and Hurry E Smith, Ed.D. This text is designed to help students make smooth transitions from their classrooms to meaningful jobs. It emphasizes the skills needed to succeed in school, at work, and on one's own, including instruction on career planning, job hunting, and job adjustment. It features new topics and updated information, including teamwork on the job, the latest computer information, avoiding sexual harassment, new communication technology, The Americans with Disabilities Act, and creating career plans and portfolios. Each chapter includes objectives, summary, terms, review questions, and activities. (1996). Available from Goodheart-Willcox Co., Inc., 18604 W. Creek Dr., Tinley Park, IL 60477-6243, 800-323-0440, Fax 1-708-687-5068.

Item 1-56637-236-4,Text, List: $39.96, Net: $29.97
Item 1-56637-237-2, Teacher's Annotated Edition, List: $47.00, Net: $35.25

Item 1-56637-238-0, Student Activity Guide, List: $10.60, Net: $7.95
Item 1-56637-239-9, Instructor's Guide, List: $34.00, Net: $25.50
Item 1-56637-240-2, Teacher's Resource Binder, List: $92.00, Net: $69.00
Item 1-56637-299-2, Transparency Packet, included in the Binder, but can be purchased separately. Contains 32 full-color transparencies, List: $52.00, Net: $39.00
Item 1-56637-242-9, Test Creation Software, PC-compatible (2-3.5" 720K disks). Includes 1005 test bank questions, List: $104.00 Net: $78.00
Item 1-56637-243-7, Test Creation Software, MAC-compatible (2-3.5" 800K disks). Includes 1005 test bank questions, List: $104.00, Net: $78.00

Getting a Job, Basic Process Kit

Specially designed for students with learning disabilities, this kit features an employment portfolio containing a checklist for making a positive impression in an interview, individualized exercises to help students develop an effective resume and cover letter, and suggestions for how to leave a job with excellent references. (1993). South Western Educational Publishing, ATTN: Sales Support, 5101 Madison Road, Cincinnati, OH 45227-1490, 1-800 824-5179, Fax 1-800-487-8488.

Basic Process Kit, Item 0-538-61339-4/YJ12BC, $7.30
Teacher's Manual, Item 0-538-61340-4/YJ12BX, $4.20

Getting the Job You Really Want: A Step-by-Step Guide

This soft cover book covers three major topics: career planning, job seeking skills, and getting ahead on a new job. The book shows how to identify key skills, define the ideal job, explore career alternatives, find unadvertised jobs, use the phone to get two interviews a day, create superior resumes, cut job search time in half, succeed and move up in a new job. (1995) Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329.

Text, Item JP-RWR, ISBN 1-56370-092-1, $9.95, 10+ Copies, 15% Discount
Instructor's Guide, JP-RWRIG, ISBN 1-56370-033-6, $12.95
Set, JP-RWRSET, $17.95

How to Look Good to an Employer

This soft cover text helps first-time job seekers learn to look good on paper with resumes, letters, and application forms and in person with appearance and first impressions. It includes case studies, sample resumes, and forms and is written for the 5th-grade reading level and 6th-12th-grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Item 822-43733-3, $11.95

An Introduction to Job Applications: Filling in the Blanks

This 76-page soft cover text explains how employers really use applications. It identifies problems to avoid when filling out application forms and offers tips on creating positive impressions. Samples of application forms are included. (1994). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329, Item JP-APP, ISBN 1-56370-090-5, $5.95, 10+ Copies, 15% Discount

Janus Employability Skills Program

This series of seven soft cover books presents basic survival skills. The books are written at 3rd-4th-grade reading level and a 6th-12th-grade interest level. Each title has a teacher's guide ($2.95) Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361.

Job Planner, 822-42636-6, $7.15
Job Application File, 822-42632-3, $7.15
Job Interview Guide, 822-42634-X, $7.15

Job Interview PracticePak, 822-42640-4, $7.15
Get Hired! Finding Job Opportunities, 822-42630-7, $7.15
Don't Get Fired! How to Keep a Job, 822-42628-5, $7.15
Pay Day! Managing Your Paycheck, 822-42638-2, $7.15
Complete set, 822-42644-7, $58.30

Job Application & Interview
Nine units cover reasons for working, self-evaluation, job success factors, money management, career opportunities, occupational information, job interview tests and forms, job promotion and advancement, letter of application, and filling in application forms. IML (1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 20-0017-I, Instructor Guide, $25.00

The Job Box
This box of 56 illustrated booklets describes entry-level jobs available for high school graduates. Areas of focus include automotive; building and construction; food services; office and clerical; ranching, environment, and horticulture; and trades and services. They are written for the 3rd-grade reading level and 6th-12th-grade interest level. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. Item 835-91052-0, $130.00

Job Search Education
A complete text and extensive accompanying program guide help the teacher set up a "Job Club" workshop on school-to-work transition for grade10 through adult. The Job Search Education text contains extensive worksheets, examples, scripts (for interview and telephone role play), self-awareness exercises, and guidance materials for surveying the local job market. The accompanying Program Guide contains complete directions on how to set up the workshop; monitor students; schedule activities; deal with agencies in the community; establish support groups; and work with families, career centers, colleges, etc. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221-9372, Fax 212-675-6922. Item R326 1-9 copies, $8.45 ea. 10 or more copies $6.25 ea. Program Guide, Item R326PG, $8.45

Job Search That Works
This 10-step job search program covers resumes, applications, making contacts, telephone interview techniques, making personal interviews work, and more. Crisp Publications, 1200 Hamilton Court, Menlo Park, CA 94025-9604, 1-800-442-7477, Fax 1-415-323-5800. Item 105-8 (100 pages) $9.95

Job Smarts
This two-book series provides entry-level workers with strategies to overcome typical employment challenges. In Book One, learners develop a link between their personal interests and the working world through reading, discussion, and self-evaluation. In Book Two, learners develop a comprehensive, overall picture of the world of work through various stages: job-hunting, interviewing, getting a job offer, coping with job loss, exiting a job, and more. Each student edition is written at the 5th-grade reading level and features 30 three-page lessons with articles addressing relevant and timely work issues. Topics become more sophisticated as the learner progresses through the book. The instructor guide provides teaching strategies for each lesson and reproducible answer keys for those students working independently. Available from Curriculum Associates, PO Box 2001, North Billerica, MA 01862-0901, 1-800-225 0248, Fax 1-508-667-5706.
Book 1—Student Book, Item DB6372, $6.95
Book 1—Instructor Guide, Item DB6372.9, $5.95
Book 2—Student Book, Item DB6374, $6.95
Book 2—Instructor Guide, Item DB6374.9, $5.95

Preparing for Your Interview
This text includes insider information on how to develop successful interviewing techniques and prepares and primes interviewees for the job-hunting process. It provides tips on how to avoid common interview-related mistakes. Crisp Publications, 1200 Hamilton Court, Menlo Park, CA 94025-9604, 1-800-442-7477, Fax 1-415-323-5800. Item 033-7 (80 pages) $9.95

The Quick Job Search
This book presents the basics for finding jobs—in just 36 pages. It explains the six basic steps: 1) Know your skills, 2) Have a clear job objective, 3) Know where and how to look, 4) Spend at least 25 hours a week looking, 5) Get two interviews a day, 6) Follow up on all contacts. Self-explanatory activities make the book suitable for independent study. (1995). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329. Item JP-QJSP, ISBN 0-942784-21-9, 1 Pkg. of 25, $72.95, 10+ Pkgs, 15% Discount

Skills for Success
This is one of a series of six competency-based soft cover texts that focus on life skills. They are written at about 5th-8th grade reading level and a 9th-12th grade interest level. Each text has its own teacher's guide. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848 9500, Fax 614-771-7361.

Getting a Job . . . and Keeping It, Item 835-90694-9, $7.50

The Student's Choice
Designed to introduce decision-making and problem-solving techniques, this consumable student workbook offers questionnaires, case studies of job interviews, and discussion questions to accompany the videocassette *A Time of Choices.* The videocassette (40 minutes, VHS) presents a unique approach for students to review their realm of choices in a 13-episode soap opera featuring 10th-grade students faced with similar choices: staying in school, using drugs, working while going to school, and "hanging out" with peers. An instructor's guide offers support materials to guide students through the three-part program outline of the student book. (1988). Available from CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210 1090, 800-848-4815, Fax 614-292-1260.

The Student's Choice Professional Set, instructor guide, videocassette, and a copy of student workbook, Item SP700SC, $49.50

The Student's Choice, student workbook, pkg. of 10, Item SP700SC01, $49.50

Resume Express
Using multimedia (videos, narration, and colorful on-screen graphics), users learn the history of resumes, what employers look for in a resume, and how to write a resume for any level of job experience. From the Dynamo List, they learn about "action" words which employers look for in resumes. Additionally, they learn what is meant by "customizing" a resume and how they can use their resumes to target different kinds of jobs. A writing feature is included that allows users to compose a customized, attention-grabbing resume. Requirements: MSDOS, 4 MB RAM (8 MB recommended), 486SX with 25 Mhz, 160 MB Hard Drive, CD-ROM Drive, color monitor. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item CCP0237WGG, $99.00

The Very Quick Job Search Activity Book
This book has 128 pages of activities, worksheets, homework assignments, and other information to help in career planning and job search activities. It supports the use of the *Very Quick Job Search Book* in a course or class setting. It comes in soft cover, 3-hole punched for a binder, and has tear-out

pages. (1994). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329, Item JP-VQAB, ISBN 1-56370-095-6, $7.95,10+ copies, 15% discount

The Way To Work: Employability Skills Software

This software collection offers personalized, interactive, affordable programs that prepare learners for success in all aspect of finding and keeping a job. Learners have an opportunity to explore and practice new skills at an appropriate pace and reading level. The variety of programs in the collection allows instructors to choose appropriate subjects and appropriate levels of difficulty for individual learners. Many programs offer assessments to help instructors and learners measure progress.

A flexible design enables users to work in a guided sequence or return to previous areas for additional study or review. Available for Apple and MS-DOS systems. Steck-Vaughn Company, PO Box 26015, Austin, TX 78755, 1-800-531-5015, Fax 1-512-343-6854. $1197 for the complete collection.

Be a Winner Series (interest levels 8th grade-Adult, reading levels 5th-6th grades) This 4-unit series helps learners improve their profile of success by building on attributes and skills and by fostering self-esteem. $249.95 for series, $69.95 for individual units

- *Be A Winner: Be Motivated*
- *Be A Winner: Set Your Goals*
- *Be A Winner: Be Assertive*
- *Be A Winner: Negotiate*

Improving Your Self-Concept (interest levels 7th grade-Adult, reading Levels 4th-5th grades). This 1-unit series encourages users to examine their values and positive and negative features and suggests ways in which users can be assertive and honest with themselves and with others. $69.95

Communication Skills (interest levels 6th grade-Adult, reading Levels 4th-5th grades). This 1-unit series consists of actual taped conversations that demonstrate how to work effectively with the public, how to recognize and understand verbal and nonverbal communication signals, how to practice effective listening skills, and how to maintain positive expectations for the communication process. $69.95

*Job Readiness Series (*interest levels 9th grade-Adult, reading Levels 3th-4th grades). This 4-unit series is a practical, interactive tutorial for adults ready to enter the job market or change positions. $249.95 for series, $69.95 for individual units.

- *Job Readiness: Resumes Made Easy*
- *Job Readiness: Filling Out Job Applications*
- *Job Readiness: Successful Job Interviewing*
- *Job Readiness: Assessment and Improvement*

Present Yourself for Success (interest levels 9th grade-Adult, reading Level 6th grade). In this 1-unit series Job-seekers learn how to present a professional image through body language, attitude, speech, exercise, and dress. A printed analysis predicts the image they might project on the job. $82.50

Job Search (interest levels 9th grade-Adult, reading Level 6th grade). This 1-unit series offers role-playing practice in researching a company, preparing effective resumes using personal contacts, and writing compelling cover letters and follow-up notes. $82.50

Job Success Series (interest levels 10th grade-Adult, reading Levels 4th-5th grades) In this 4-unit series, learners encounter common job situations and gain experience with the positive attitudes and behaviors their employers will expect. $249.95 for series, $69.95 for individual units

Job Success: Your Personal Habits
Job Success: Your Work Habits
Job Success: Looking Good
Job Success: First Days on the Job

Your First Job (interest levels 9th grade-Adult) This 1-unit series helps learners prepare to enter the job market by examining their skills and interests locating job opportunities and completing applications and interviews. $69.95

Intro to the Business Office (interest levels 9th grade-Adult) This 1-unit series offers extra preparation for first-time office workers: qualifications for office machines, basic filing, and record keeping. It includes a computer section. $82.50

Work Skills Professional Set

These competency-based instructional materials, a Resource Manual and 13 workbooks, help students with low reading levels learn specific job search and job retention skills. CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848-4815, Fax 614-292-1260, Item SP100CX, $55.00

Work Skills: Resource Manual contains an instructor guide with motivational ideas to increase student enthusiasm and black-line masters for all consumable student activity sheets. Item SP100CA01, $29.95

Work Skills Student Modules help students obtain and retain jobs. Easy-to-read instructions lead students through a series of tasks for matching student needs and abilities to different job search skills, and understanding/developing work behavior of value to employers.

Orientation to the World of Work helps students identify the personal benefits of working and make more informed career decisions. Item SP100CB01, $3.00

Job Search Skills Modules (set of five modules) address specific competencies needed to obtain jobs. Item SP100CB02-06, $15.00

Prepare for the Job Search, Item SP100CB02, $3.00
Search for Available Jobs, Item SP100CB03, $3.00
Apply for Jobs, Item SP100CB04, $3.00
Interview for Jobs, Item SP100CB05, $3.00
Handle Job Offers, Item SP100CB06, $3.00

Work Maturity Skills (set of seven modules) helps students learn skills for meeting employer standards in order to retain employment and experience greater success and satisfaction on the job. Item SP100CB07-13, set of all 7 modules, $15.00

Present a Positive Image, Item SP100CB07, $3.00
Exhibit Positive Work Attitudes, Item SP100CB08, $3.00
Practice Good Work Habits, Item SP100CB09, $3.00
Practice Ethical Behavior, Item SP100CB10, $3.00
Communicate Effectively, Item SP100CB11, $3.00
Accept Responsibility, Item SP100CB12, $3.00
Cooperate with Others, Item SP100CB13, $3.00

A Young Person's Guide to Getting & Keeping a Good Job

This comprehensive and results-oriented job search course has been field-tested with more than 4,000 vocational education, tech-prep, at-risk, and special needs students. It includes short narrative sections, activities, graphics, and easy-to-use instructional aids. Contents include meeting an employer's expectations; identifying skills; collecting data on past experience; avoiding the application trap; finding job leads; getting job leads using the phone; practicing techniques for the interview; writing resumes, cover letters, and thank-you notes; organizing a job search; surviving on a new job; and getting ahead. (1990). Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329

Student Workbook with *Data Minder,* 121 pp., Item JP-YP, ISBN 0-942784-34-0, $8.95/each,10+ copies, 15% discount

Instructor's Guide, Item JP-YYTM, ISBN 1-942784-36-7, $12.95

49 overhead transparencies, Item JP-YPTRAN, ISBN 1-56370-032-8, $64.95

The Data Minder, bound in each student book but available separately, Item JP-DMP, 25/pkg, $36.95, 5+ pkgs, 5% discount

Special Preview Offer, Student Book and Instructor's Guide, Item JP-YPKIT, ISBN 1-56370-031-X, $17.95

Staff Development and Training

Alternative Intervention Strategies Inservice Training Manual
This manual helps local school district personnel implement the procedures in the AIS guide. Training materials include a script and a set of masters for making transparencies and handouts for the training session. CISE (1989). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-0031-I, Instructor, $30.00

Building Team Pride Teachers and Paraprofessionals Working Together
Teamwork is a critical component in providing educational services to children with disabilities. The focus of this text is to provide opportunity for the teacher and paraprofessional to develop skills that promote the team process. CISE (1991). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-1000-I, Instructor, $6.00

Piecing Together the Paraprofessional Puzzle: Handbook for Orientation and Training of First Year Paraprofessionals
Paraprofessionals who work with students with disabilities are becoming more important. This handbook provides a framework for some major orientation and training topics, including district and building policies, roles and responsibilities, job descriptions, performance, and teaming strategies. CISE (1994). Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-4000-I, Instructor, $9.00

Rights and Responsibilities of Employees With Disabilities On the Job
This handbook provides an easy-to-understand overview of legislation affecting people with disabilities in the employment setting. It also provides general tips and suggestions on the job search. Resources are included. CISE. Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3012-I, Instructor, $1.75

Rights and Responsibilities of Faculty Concerning Students With Disabilities
This handbook provides an easy-to-read overview of legislation concerning students with disabilities at the postsecondary level and how it affects the faculty. This handbook also provides general tips on and resources for working with students with disabilities. CISE. Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3011-I, Instructor, $1.95

Rights and Responsibilities of Students With Disabilities in the Postsecondary Setting
This handbook provides an easy-to-read overview of legislation affecting students at the college or university level. This handbook also provides general tips, suggestions, and resources. CISE (1994). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 92-3010-I, Instructor, $1.75

Serving Students with Special/Exceptional Needs

These performance-based teacher education materials consist of learning activity packages developed to prepare vocational teachers to serve special needs students. Available from AAVIM, 220 Smithonia Road, Winterville, GA 30683-9527, (706)742-5355, Fax 742-7005.

Prepare Yourself to Serve Exceptional Students, Item L-1, $4.00
Identify and Diagnose Exceptional Students, Item L-2, $4.50
Plan Instruction for Exceptional Students, Item L-3, $4.50
Provide Appropriate Instructional Materials for Exceptional Students, Item L-4, $5.50
Modify the Learning Environment for Exceptional Students, Item L-5, $4.00
Promote Peer Acceptance of Exceptional Students, Item L-6, $3.50
Use Instructional Techniques to Meet the Needs of Exceptional Students, Item L-7, $4.00
Improve Your Communication Skills, Item L-8, $4.00
Assess the Progress of Exceptional Students, Item L-9, $4.50
Counsel Exceptional Students with Personal-Social Problems, Item L-10, $4.00
Assist Exceptional Students in Developing Career Planning Skills, Item L-11, $4.00
Prepare Exceptional Students for Employability, Item L-12, $4.00
Promote Your Vocational Program with Exceptional Students, Item L-13, $3.50

The Toolbox of Resources for Staff Development

The Toolbox provides basic tools for meeting the needs of vocational-technical special populations students. It helps determine the information needs and attitudes of staff members such as administrators, guidance personnel, instructors, tutors, aides, and volunteers; plan activities that accommodate individual learning styles, encourage the expression of similarities and differences, and promote individual and group learning; facilitate the design of agendas that meet specified timeframes, formats, and content criteria; choose instructional aids that contribute to the learning of necessary concepts; and evaluate and follow through on staff development sessions. (1995). Curriculum Publications Clearinghouse, Western Illinois University, Horrabin Hall 46, Macomb, IL 61455-1396, 1-800-322-3905, Fax 309-298-2869, E-mail - CPC@wiu.edu, WWW browser - http://www.ecn.bgu.edu/isers/micpc/wiu/index.html. Item #484, $8.00

Vocational Counselor for Special Populations Manual

This manual provides guidance to vocational special needs counselors with information on counseling, advocacy, program development, assessment, career development and transition, and meetings and contacts. It includes a postsecondary section. CISE (Revised 1993). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-0300-I, Instructor, $20.35

Vocational Preparation Teacher Manual

The manual serves vocational preparation teachers working with special needs students with information on job/life skills, career information, assessment, instruction, and contacts with other resource personnel. CISE. Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-0094-I, Instructor, $20.55

Vocational Resource Educator Handbook

This handbook identifies seven goals that define major roles and responsibilities and contains many resources collected from VREs practicing in the field. CISE (1992). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992. Item 95-0004-I, Instructor, $34.00

Vocational Special Needs

This college text covers all aspects of vocational special needs program administration and management. The 1995 edition focuses on the foundations for vocational special needs education, overview of vocational and applied technology education, individuals with disabilities, vocational assessment, individualized education, curriculum modification, instructional strategies, evaluation strategies, vocational student organizations, coordinating support services, and transition programming. American Technical Publishers, 1155 West 175th St., Homewood, IL 60430. Item 4006-4, $74.96

Surviving On the Job

Employment Skills for the 21st Century

More than 200 Activity Sheets to develop and apply skills for tomorrow's workplace:

thinking and problem-solving
teamwork and cooperation
oral communication and listening
research and organization
self-esteem and leadership
reading, writing, and computation.

Available from Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154. Item TA1210, Manual (License for on-site duplication included with manual), $125.00

Getting A Good Start

A young person looking for a job may be unprepared to adopt the attitudes and work habits that the working world demands of all employees. The program opens with a small group of entry-level employees eating lunch on a shipping dock. Their conversation humorously verbalizes most of the self destructive attitudes about working at any level in an organization. This program demonstrates why each attitude is self-destructive. Video, one leader's guide, one set blackline masters. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item UL-12515GG, $89.95

Job Savvy: How to Be a Success At Work

Job Savvy is about basic skills in the workplace; it teaches readers how to succeed where others fail. It prepares students to meet employer expectations; develops essential skills like punctuality, reliability, and appearances; and teaches new skills such as teamwork, problem solving, and job-based learning. It contains worksheets, checklists, and case studies. *Job Savvy* makes extensive use of employer surveys and research on workplace readiness. It focuses on workplace skills identified as essential in ASTD's Workplace Basics study, the President's Commission on Skills of the American Workforce, and USDOL Secretary's Commission on Achieving Necessary Skills (SCANS). (1992) Available from JIST Works, Inc., 720 No. Park Ave., Indianapolis, IN 46202, 1-800-648-5478, Fax 1-800-547-8329.

Job Savvy, Item JP-JS, ISBN 0-942784-79-0, $10 95,10+ Copies, 15% Discount
Job Savvy Instructor's Guide, Item JP-JSTM, ISBN 0-942784-80-4 $12.95
Buy the set, JP-JSET, ISBN 1-56370-079-4, $17.95

Job Survival Skills

Getting a job may not be as difficult as holding on to it. This text helps students learn the decision-making techniques, attitudes, and skills needed to deal with typical problem situations that arise every day on the job. Topics include personal appearance, cooperation with the employer, cooperation with co-workers, using the telephone, dealing with the public, communication, handling stress, initiative, money management, and goal setting. (Reading levels 3rd-6th grade, levels of instruction 7th grade-Adult.) Teacher's Guide free with order. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221-9372, Fax 212-675-6922. Item R325, 1-9 copies $7.75 ea.; 10 or more copies $5.75 ea.

Keeping a Job
This soft cover text discusses positive self-image, dependability, reliability, following rules, and getting along with others. Written for 3rd-grade reading level and 6-12th grade interest level. Globe Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771 7361. Item 822-44227-2, $6.80

Keep That Job: The Game
Board game introduces high school students and adults to daily work situations that occur in every job and the decisions they will need to make. The game format has teams of individuals pick from several options as to how they would respond to different situations. Center for Education and Work, University of Wisconsin-Madison, 309 Educational Sciences, 1025 W. Johnson St., Madison, WI 53706, Fax 608-262-9197. Item KTJGAME, $59.00

Survival Skills for the World of Work
This live-action 8-video program presents 13 key situations that put entry-level workers at the greatest risk of losing their jobs, quitting prematurely, or damaging their career prospects. These dramatizations of real-life situations serve as the springboard for meaningful group discussion and learning for high school and adult students. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221-9372, Fax 212-675-6922. Individual videos are $119 each. All eight videos are $749.

Video 1. *New on the Job* (time 21:10), Item V3501, contains Dramatization 1: Fitting In and Dramatization 2: Asking Questions & Getting Help.
Video 2. *Dealing with Co-Workers* (time 15:37), Item V3502, contains Dramatization 3: Good Co-Worker/Troublemaker and Dramatization 4: Too Much Talk.
Video 3. *Getting Fired* (time 13:14), Item V3503, contains Dramatization 5: The Magic Words That Get You Fired and Dramatization 6: Don't Blow Your Cool.
Video 4. *Excuses* (time 10:53), Item V3504, contains Dramatization 7: Excuses-The Right Kind & the Wrong Kind.
Video 5. *The Rules of the Game* (time 20:07), Item V3505, contains Dramatization 8: Company Rules & Customs, Dramatization 9: Stick Up for Your Rights, and Dramatization 10: What's Wrong with My Paycheck?
Video 6. *Moving Up or Out* (time 23:24), Item V3506, contains Dramatization 11: Who Gets the Promotion?, Dramatization 12: You're Supposed to Give Notice, and Dramatization 13: The Fast Exit.
Video 7. *Six Critical Incident On-the-Job Situations for Discussion* (time 19:33) Item V3507.
Video 8. *Six More Critical-Incident On-the-Job Situations for Discussion* (time 17:12), Item V3508.

Working Toward a Career
Co-op, Work Study, Work Experience and related programs have provided thousands of high school students with invaluable skills as they move toward independent living. This insightful video demonstrates the value of such programs to students, parents and employers and is very useful as a recruiting and public relations tool. The viewer will meet enthusiastic students, parents, employers, and successfully employed former students as they talk about their personal experiences with programs that offer realistic exposure to today's world of work. 13 minutes. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item 2030V, $95.00

Work: The Inside Story
This 4-part series focuses on the transition from school to work for students who leave school early and the personal adjustments that the working world demands. Programs are 15 minutes long and

in color. Each video is closed captioned. Available from Films for the Humanities and Sciences, Box 2053, Princeton, NJ 08543-2053, 1-800-257-5126, Fax 609-275-3767.

Leaving School focuses on the challenges faced by young people who leave school early. Topics include reasons for leaving school, finding the first job, dealing with rejection, and adjusting to the world of work. Item AAD3804, $89.95

Fitting In depicts young people who have opted out of school for work. They discuss employer expectations, strategies for fitting in at work, problems at work, managing conflict, and getting along with co-workers. Item AAD3805, $89.95

Moving On focuses on how to leave a job without burning one's bridges and how to transfer skills and experience to a new workplace. It also stresses lifelong learning through back-to school training, alternative programs, and job experience. Item AAD3806, $89.95

Getting the Facts helps young people take advantage of what the working world offers and protect themselves from exploitation. Topics include application forms and resumes, interviews, paychecks, payroll deductions, and benefits. Item AAD3804, $89.95

Work: The Inside Story (4-part series), Item AAD3803, $339.00

The Work Pace

Students get tips from employers for success on their first jobs. Real managers tell what they look for and expect from their entry-level workers. Managers from a variety of businesses teach employer expectations, job survival skills, and a successful work attitude. 14 minutes. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item JWRK2VGG, $99.00

Working With Your Supervisor

This program shows a young employee how to get along with his or her boss by understanding what is wanted, expected, and needed from employees. The presentation and discussion are very frank and realistic, emphasizing that it is the employee's responsibility to do as good a job as possible, to communicate understanding or lack of understanding about the job at hand, and to be honest and forthright with the boss to build the trust that is a foundation of success in any job. Video, one leader's guide, one set of blackline masters. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item UL-12535GG, $89.95

Work Skills Professional Set

These competency-based instructional materials help students with low reading levels learn specific job search and job retention skills. CETE Publications Office, Center for Education and Training for Employment, The Ohio State University, 1900 Kenny Road, Columbus, OH, 43210-1090, 800-848 4815, Fax 614-292-1260, Item SP100CX, $55.00

Work Maturity Skills (set of seven modules) helps students learn skills for meeting employer standards in order to retain employment and experience success and satisfaction on the job.

Present a Positive Image, Item SP100CB07, $3.00
Exhibit Positive Work Attitudes, Item SP100CB08, $3.00
Practice Good Work Habits, Item SP100CB09, $3.00
Practice Ethical Behavior, Item SP100CB10, $3.00
Communicate Effectively, Item SP100CB11, $3.00
Accept Responsibility, Item SP100CB12, $3.00
Cooperate with Others, Item SP100CB13, $3.00
Set of all 7 modules, Item SP100CB07-13, $15.00

You And Your Co-Workers

This program deals with the importance of each person's relationship with co-workers. It emphasizes that school experience may not give a young job seeker an appreciation of the importance of becom-

ing part of a team of workers; tardiness, absenteeism, goofing off, and failure to follow rules usually affects only the individual in a school setting. On the job, such actions affect many other people. Video, One leader's guide, one set blackline masters. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-862, Item UL-12525GG, $89.95

You and Your New Job Series

This is a series of three live-action videos for high school juniors and seniors entering the work world. Educational Design, Inc., 345 Hudson St., New York, NY 10014-4502, 1-800-221 9372, Fax 212-675-6922, Item V600, $259.00

Your First Thirty Days: Building a Professional Image in a New Job

Students can get off to a good start in a new job using this book's practical advice on grooming, timeliness, attitude, and productivity. Crisp Publications, 1200 Hamilton Court, Menlo Park, CA 94025-9604, 1-800-442-7477, Fax 1-415-323-5800. Item 003-5 (96 Pages) $9.95

Your Job: Now It's Up To You

This 15-minute video stresses the importance of having a neat appearance and positive attitude, accepting criticism in a positive manner, and doing work the way the supervisor wants it done. It encourages students to take pride in their work, warns against complaining, describes the many expectations of employers and coworkers, and discusses ways to make a good impression. Various personality types that may cause problems are examined. Available from Meridian Education Corp., 236 East Front Street, Bloomington, IL 61701, 800-727-5507, Fax 309-829-8621, Item CA813VGG, $84.95

Textbooks

Advancing in the World of Work

Written for more advanced special needs students, this text focuses on building self-esteem. Each chapter profiles people who have achieved despite tremendous odds. Chapters also offer "tricks-of-the trade" for succeeding in workplace situations. Topics include basic job skills (communication, math, using calculators and computers), techniques for getting along with others, ongoing education, career changes, independent living, and other life skills. Support material in the form of an instructor's guide, testmaker, and student activity workbook are available. (1992). Available from CTB-McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 1-800-474-4546, Fax 800-282-0266. Item 0026755912PT, $24.99

Entering the World of Work

Written for special needs students with reading difficulties and learning disabilities, this text is easy to read and understand with a 3rd-4th grade reading level, larger type, and no hyphenated words or contractions. Each concept is presented on one page or on facing pages. Reading, writing, and math problems help develop basic skills, and there are questions and activities at the end of each chapter. It includes chapters on self-understanding, career exploration, finding and applying for jobs, safety on the job, getting along with employers and co-workers, paychecks and taxes, managing money, and other everyday living skills. Support material in the form of an instructor's guide, testmaker, student activity workbook, correlated filmstrips, and 11 live-action videos are available. (1992) Available from CTB-McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 1-800-474-4546, Fax 800-282-0266. Item 0026755823PT, $29.49

Fearon's Careers

This hard cover text is a comprehensive introduction to the world of work. Content includes lessons on skill-building in school, ways to get experience, applying for a job, working with people, and changing with the times. It is written for 4th-grade reading level and 6-12th grade interest level. There is a workbook and classroom resource binder of 200 reproducible student worksheets. Globe Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771 7361.

Hard cover text, Item 822-40846-5, $26.50
Critical thinking workbook, Item 822-46996-0, $7.45
Workbook answer key, Item 822-47170-1, $2.95
Classroom resource binder, Item 822-40847-3, $69.95

Learning for Earning

This text introduces younger students to the skills they will need to succeed in school, on the job, and on their own. It guides students through steps in choosing a career, finding employment, and succeeding on the job. The text also includes information on money management and independent living skills. This new edition features full-color photographs and new information on problem solving, self-esteem, and work ethic. Support material in the form of a teacher's resource guide, student activity guide, teacher's resource binder, and transparency packet are available. (1995). Goodheart-Willcox Co. Inc.,
18604 W. Creek Dr., Tinley Park, IL 60477-6243, 1-800-323-0440, Fax 1-708-687-5068.

Learning for Earning, Item 1-56637-113-9, $34.60
Student Activity Guide, Item 1-56637-114-7, $10.20
Teacher's Binder, Item 1-56637-116-3, $96.00

Succeeding in the World of Work

This text is a skills-based instructional package written for either high school students or adults. Each section is organized into a short, stand-alone lesson that provides realistic examples to help students understand life in the workplace and what it takes to succeed. Full color art and an easy-to-read style encourage students to study. Support material in the form of a teacher's wraparound edition, test maker, student activity workbook, career interest survey, job application file, and correlated filmstrips is available. (1989). Available from CTB-McGraw-Hill Order Services, PO Box 150, Monterey, CA 93942-0150, 1-800-474-4546, Fax 800-282-0266. Item 0026767309PT, $24.99

Workplace Academics

Building Higher Order Thinking Skills

Computer-assisted activities focus on making comparisons, analyzing alternatives, and supporting decisions. (1994). Available from Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154. Item TA1212 (disk and license for on-site duplication included with manual), $95.00

Core Employment Skills

The guide covers basic skills needed to find and keep a job in any chosen field. It includes human relations, decision making, personal employability skills, self esteem, communications, math skills and entrepreneurship. IML (1990). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 40-4200-I, Instructor, $34.00
Item 40-4200-S, Student, $17.55
Item 40-4200-C, Profile Insert, $3.00

English Series

The English series reinforces basic skills concepts through practical exercises and practice. Emphasis is placed on functional literacy. Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154.

English: Volume II (1983) (972 pages, 36 transparency masters, 3 job sheets, 144 assignment sheets) Table of Contents: Related Vocational Information (Abbreviations), Related Vocational Skills (Locating a Job, Job Application Forms, Job Interview), Personal Development (Literature, Attitudes), Writing Skills (Subject and Verb Agreement, Complements, Commas, Paragraphs, Composition), Parts of Speech (Adjectives, Adverbs), Library Skills (Introduction to Library, References), Practical Usage (Usage, Roots, Prefixes and Suffixes), Life Skills (Writing a Business Letter, Addressing Envelopes, Using a Newspaper, Banking).

Item SP1012, Teacher, $198.00
Item SP3012, Student, $24.00
Item SP3012, Student (6 or more), $14.00
Item TA5000, Binder, $5.00

Parts of Speech (1991) Table of Contents: Nouns~Pronouns, Verbs, Conjunctions and Interjections, Prepositions, Adjectives, Adverbs.

Item SP2038, Instructional Package (teacher edition and 10 student editions) $98.00
Item SP3038, Additional Student Editions, $6.00
Item TA5010, Binder, $5.00
Item SP4038, Test, $1.50

Introduction to Writing (1991) (256 pages, 24 assignment sheets) Table of Contents: Subjects, Complete Subject and Predicate, Subject and Verb Agreement, Complements, Sentence Patterns, Sentence Fragments and Run On Sentences, Capital Letters, End Marks, Commas, Apostrophes, Compositions, Paragraphs.

Item SP2039, Instructional Package (includes 1 teacher edition and 10 student editions, $136.00

Item SP3039, Additional student editions, $9.00
Item SP4039, Test, $2.50
Item TA5010, Binder, $5.00

How Are Your Study Habits?

This resource is a refresher unit for students with good study habits and a step to more successful study for the student with poor study habits. It includes a study habits checklist (with sections on reading, listening, study locations, study schedule, note taking, testing, and reporting), a list of helpful suggestions for each area on the checklist, and activities to aid students in learning good study habits. It can be used independently by students, on a one-to-one basis, or as a class activity. Available from Curriculum Publishing Clearinghouse, Western Illinois University, Horrabin Hall 46, 600 Adams St., Macomb, IL 61455, (800)322-3905, Fax (309)298-2869. Item #224, $1.25

Mathematics Series

This series emphasizes practice. Each edition is specifically oriented toward students pursuing vocational training. Student editions do not require binders. Teacher editions will require a binder. (1995) Available from Curriculum and Instructional Materials Center, 1500 West Seventh Ave., Stillwater, OK 74074-4364, 1-800-654-4502, Fax 405-743-5154. Order binder, Item TA5010, $5.00

Whole Numbers (296 pages, 39 assignment sheets): Place Value, Rounding Whole Numbers, Addition, Subtraction, Multiplication, Division.
Item SP2021, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item SP3021, Additional Student Editions, request price

Fractions (256 pages, 24 assignment sheets): Understanding Fractions; Proper, Improper, Mixed, and Equivalent Fractions; Converting and Reducing Fractions; Addition; Subtraction; Multiplication; and Division.
Item SP2022, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item SP3022, Additional Student Editions, request price

Measurement (166 pages, 1 transparency master, 25 assignment sheets): Linear Measurement, Units of Measurement, Figuring Board Feet.
Item SP2023, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item SP3023, Additional student editions, request price

Decimals and Percents, (384 pages, 39 assignment sheets): Place Value of Decimals, Rounding, Addition, Subtraction, Multiplication, Division, Converting Percents, Solving Problems Using Percents.
Item SP2024, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item SP3024, Additional student editions, request price

Geometry (287 pages, 28 assignment sheets): Geometric Figures, Perimeters in Geometry, Geometric Areas, Circumferences and Area of Circles, Volume Geometric Angles.
Item SP2025, Instructional Package (includes 1 teacher edition and 10 student editions), request price
Item SP3025, Additional student editions, request price

Survival Vocabularies
Series of 10 soft cover books focuses on the vocabulary of everyday survival skills. They are written at about a 3rd-grade reading level and an interest level of 6th-12th grade. Each book has a teacher's guide. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361. $5.45 for individual titles, $2.95 for individual teacher's guides.

Banking Language, 822-46802-6
Clothing Language, 822-46804-2
Credit Language, 822-46806-9
Driver's License Language, 822-46808-5
Drugstore Language, 822-46810-7
Entertainment Language, 822-46812-3
Job Application Language, 822-46814-X
Medical Language, 822-46816-6
Restaurant Language, 822-46818-2
Supermarket Language, 822-46820-4
Complete series, 822-46822-0, $75.00

Vocational Math Supplementary Units
Self-paced units contain simplified line drawings, controlled text, and vocabulary developments to help students learn and apply basic math skills in their vocational areas. Units include easy-to-read, step-by-step procedures, covering fractions, decimals, percents, measurement, money division, formulas, reasoning, and problem solving. IML (1990). Available from Instructional Materials Laboratory, University of Missouri-Columbia, 2316 Industrial Drive, Columbia, Missouri 65202, 1-800-669-2465 or Fax 314-882-1992.

Item 90-0200-S, Student, $29.00
Item 90-0200-K, Instructor Key, $4.25

Writing for Life
These two books teach basic writing skills. Book 1 focuses on writing in home, school, and community situations. Book 2 teaches how to write on the job. They are written at about a 4th-5th grade reading level and an interest level of 6-12th grade. Globe-Fearon, 4350 Equity Drive, PO Box 2649, Columbus, OH 43216, 1-800-848-9500, Fax 614-771-7361.

Book 1, Item 870-65419-5, $6.45
Book 2, Item 870-65421-7, $6.45

Writing for the World of Work
This text helps students develop writing skills for the job world—getting a job and succeeding on the job. Teacher's Guide free with order. Educational Design, Inc., 345 Hudson St., New York, NY 10014 4502, 1-800-221-9372, Fax 212-675-6922. Item R369, 1-9 copies $7.95 ea. 10 or more copies $5.95 ea.

List of Sources

AAVIM
220 Smithonia Road
Winterville, GA 30683-9527
(706)742-5355
Fax 706-742-7005

Center for Education and Work
University of Wisconsin-Madison
309 Educational Sciences
1025 W. Johnson St..
Madison, WI 53706
Fax 608-262-9197

CETE Publications Office
Center for Education and Training for Employment
The Ohio State University
1900 Kenny Road
Columbus, OH, 43210-1090
1-800-848-4815
Fax 614-292-1260

Crisp Publications
1200 Hamilton Court
Menlo Park, CA 94025-9604
1-800-442-7477
Fax 1-415-323-5800

CTB-McGraw-Hill Order Services
PO Box 150
Monterey, CA 93942-0150
1-800-474-4546
Fax 800-282-0266

Curriculum Associates, Inc.
PO Box 2001
North Billerica, MA 01862-0901
1-800-225-0248
Fax 1-508-667-5706

Curriculum and Instructional Materials Center
1500 West Seventh Ave.
Stillwater, OK 74074-4364
1-800-654-4502
Fax 405-743-5154

Curriculum Publishing Clearinghouse
Western Illinois University
Horrabin Hall 46
600 Adams St.
Macomb, IL 61455
(800)322-3905
Fax (309)298-2869

Educational Design, Inc.
345 Hudson St.
New York, NY 10014-4502
1-800-221-9372
Fax 212-675-6922

Empak Publishing
212 E. Ohio St.
Chicago, IL 60611
Fax 312-642-9657

Globe-Fearon
4350 Equity Drive
PO Box 2649
Columbus, OH 43216
1-800-848-9500
Fax 614-771-7361

Goodheart-Willcox Co. Inc.
18604 W. Creek Dr.
Tinley Park, IL 60477-6243
1-800-323-0440
Fax 1-708-687-5068

Instructional Materials Laboratory
University of Missouri-Columbia
2316 Industrial Drive
Columbia, Missouri 65202
1-800-669-2465
Fax 314-882-1992

JIST Works, Inc.
720 No. Park Ave
Indianapolis, IN 46202
1-800-648-5478
Fax 1-800-547-8329

Meridian Education Corp.
236 East Front Street
Bloomington, IL 61701
1-800-727-5507
Fax 309-829-8621

The Riverside Publishing Co.
Clinical Customer Service Dept.
8420 Bryn Mawr Ave.
Chicago, IL, 60631,
1-800-767-8378
Fax 312-693-0325

South Western Educational Publishing, ATTN: Sales Support
5101 Madison Road
Cincinnati, OH 45227-1490
1-800-824-5179
Fax 1-800-487-8488

Steck-Vaughn Company
PO Box 26015
Austin, TX 78755
1-800-531-5015
Fax 1-512-343-6854

Virginia Vocational Curriculum and Resource Center
2200 Mountain Road
Glen Allen, VA 23060-2208
1-804-261-5075
Fax 1-804-261-5079
e-mail: mlwatson@vvcrc.tec.va.us

National Resource List—Students With Special Needs

Credit for this fact sheet goes to National Information Center for Children and Youth with Disabilities (NICHCY). It was developed by the Interstate Research Associates, Inc. It is in the public domain. Readers are encouraged to copy and share it.

Clearinghouses

ERIC Clearinghouse on Handicapped & Gifted Children
Council for Exceptional Children (CEC)
1920 Association Drive
Weston, VA 22091-1589
(703) 620-3660

HEATH Resource Center (National Clearinghouse on Postsecondary Education for Individuals with Disabilities)
One Dupont Circle, N.W., Suite 800
Washington, D.C. 20036-1193
(202) 939-9320; (800)
544-3284 (Voice/TDD)

National Clearinghouse for Professions in Special Education
1800 Diagonal Road, Suite 320
Alexandria, VA 22314
(703) 519-3800

National Health Information Center
P.O. Box 1133
Washington, D.C. 20013-1133
(301)565-4167
(800) 336-4797

NICHCY
National Information Center for Children and Youth with Disabilities
P.O. Box 1492, Washington, D.C. 20013-1492
(703) 893-6061 (Local) (1-800)999-5599 (Toll Free) (703) 893-8614 (TT)
SpecialNet User Name: NICHCY** SCAN User Name: NICHCY

National Information Center on Deafness (NICD) 800 Florida Avenue, N.E.
Washington, D.C. 20002
(202) 651-5051 (Voice)
(202) 651-5052 (TDD)

National Maternal and Child Health Clearinghouse
38th and R Streets, N.W.
Washington, D.C. 20057
(202) 625-8410
Publications available in Spanish

National Rehabilitation Information Center (NARIC)
8455 Colesville Road, Suite 935
Silver Spring, MD 20910-3319
(301) 588-9284
(800) 346-2742 (Voice/TDD)
Spanish speaker on staff

Organizations

American Council of Rural Special Education (ACRES)
Department of Special Education
University of Utah
Milton Bennion Hall
Salt Lake City, UT 84112
(801) 581-8442

American Foundation for the Blind (AFB)
15 West 16th Street
New York, NY 10011
(212) 620-2000 (VOICE)
(212) 620-2158 (TDD)
(800) 232-5463
Publications available in Spanish

American Occupational Therapy Association (AOTA)
P.O. Box 1725
1383 Piccard Drive
Rockville, MD 20849-1725
(301) 948-9626
(301) 948-9626 (TDD)

American Physical Therapy Association (APTA)
1111 North Fairfax Street
Alexandria, VA 22314
(703) 684-2782

American Speech-Language-Hearing Association (ASHA)
10801 Rockville Pike
Rockville, MD 20852
(301) 897-5700 (VOICE/TDD);
(800) 638-8255

Association for the Advancement of Rehabilitation Technology (RESNA)
1101 Connecticut Ave., N.W., Suite 700
Washington, D.C. 20036
(202) 857-1199 (VOICE/TDD)

Association for the Care of Children's Health (ACCH)
7910 Woodmont Avenue, Suite 300
Bethesda, MD 20814-3015
(301) 654-6549

Association for Persons with Severe Handicaps (TASH)
11201 Greenwood Avenue, North
Seattle, WA 98133
(206) 361-8870
(206) 361-0113 (TDD)

The ARC (formerly the Association for Retarded Citizens of the U.S.)
P.O. Box 300649
Arlington, TX 76010
(817) 261-6003
(817) 277-0553 (TDD)

Autism Society of America (formerly NSAC)
8601 Georgia Avenue, Suite 503
Silver Spring, MD 20901
(301) 565-0433

Council for Exceptional Children (CEC)
1920 Association Drive
Reston, VA 22091
(703) 620-3660

Epilepsy Foundation of America (EFA)
4351 Garden City Drive, Suite 406
Landover, MD 20785
(301) 459-3700
(800) 332-1000

Head Start (Project)
Administration on Children, Youth and Families
Office of Human Development Services
U.S. Department of Health & Human Services
P.O. Box 1182
Washington, D.C. 20013
(202) 245-0572
(800) 245-0572

Independent Living Residential Utilization Project (ILRU)
The Institute for Rehabilitation and Research
2323 South Sheppard, Suite 1000
Houston, TX 77019
(713) 520-0232
(713) 520-5136 (TDD)

International Rett Syndrome Association
8511 Rose Marie Drive
Fort Washington, MD 20744
(301) 248-7031

Learning Disability Association of America (LDA)
(formerly ACLD)
4156 Library Road
Pittsburgh, PA 15234
(412) 341-1515
(412) 341-3077

March of Dimes Birth Defects Foundation
1275 Mamaroneck Avenue
White Plains, NY 10605
(914) 428-7100

Muscular Dystrophy Association (MDA)
3561 East Sunrise Drive
Tucson, AZ 85718
(602) 529-2000
(800) 223-6666

National Alliance for the Mentally Ill (NAMI)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 524-7600
(800) 950-NAMI

National Down Syndrome Congress
1800 Dempster Street
Park Ridge, IL 60068-1146
(708) 823-7550
(800) 232-NDSC

National Down Syndrome Society
666 Broadway
New York, NY 10012
(212) 460-9330
(800) 221-4602

National Easter Seal Society
70 East Lake Street
Chicago, Il 60601
(312) 726-6200
(312) 726-4258 (TDD)
(800)221-6827

National Library Services for the Blind & Physically Handicapped
The Library of Congress
Washington, D.C. 20542
(202) 707-5100
(800) 424-8567
(800) 424-9100 (TDD English)
(800) 345-8901 (TDD Spanish)

National Spinal Cord Injury Association
600 West Cummings Park, Suite 2000
Woburn, MA 01801
(617) 935-2722
(800) 962-9629

Orton Dyslexia Society
Chester Building # 382
8600 LaSalle Road
Baltimore, MD 21204
(410) 296-0232
(800) 222-3123

Sibling Information Network
CT University Affiliated Program
991 Main Street, Suite 3A
East Hartford, CT 06108
(203) 282-7050

Sick Kids (need) Involved People (SKIP)
990 2nd Avenue, and Floor
New York, NY 10022
(212) 421-9160
(212) 421-9161

Special Olympics
1350 New York Avenue, N.W., Suite 500
Washington, D.C. 20005-4709
(202) 628-3630

Spina Bifida Association of America
4590 MacArthur Blvd., N.W., Suite 250
Washington, D.C. 20007
(202) 944-3285
(800) 621-3141

Technical Assistance to Parent Programs (TAP) Network
Federation for Children with Special Needs
95 Berkeley Street, Suite 104
Boston, MA 02116
(617) 482-2915
(800) 331-0688

National Head Injury Foundation, Inc.
1140 Connecticut Ave., N.W., Suite 812
Washington, D.C. 20036
(202) 296-6443

Trace Research & Development Center on Communication,
Control, and Computer Access for Handicapped Individuals
S-151 Waisman Ctr., 1500 Highland Ave.
University of Wisconsin-Madison
Madison, WI 53705-2280
(608) 262-6966
(608) 262-5408 (TDD)

United Cerebral Palsy Association, Inc.
1522 K Street, N.W., Suite 1112
Washington, D.C. 20005
(202) 842-1266
(800) 872-5827

A list of free materials from the Virginia Vocational Curriculum and Resource Center begins on the next page. See page 57 for the order blank.

ACROSS THE BOARD

9-901.065	1995	1993-94 Statewide Summary Report Highlights
C 8110	1991	Apprenticeship: A Partnership: A Learning Activities Package for Selecting a Trade
C 8130	1991	Apprenticeship: A Partnership: A Learning Activities Package for Apprentices in the Workplace
C 8140	1991	Apprenticeship: A Partnership: A Learning Activities Package for Women in Apprenticeship
9-901.035	1994	Apprenticeship: Fast Track to the Future
C 8220	n.d.	Apprenticeship Student Training Brochure
C 8200	n.d.	Apprenticeship Training Brochure (Employee)
C 8210	n.d.	Apprenticeship Training Brochure (Employer)
9-96.001	1996	Collaborative Lesson Plans
9-901.015	1991	Dispensing Optician Apprenticeship Workbook 1
9-901.016	1991	Dispensing Optician Apprenticeship Workbook II
9-901.036	1994	Dispensing Optician Apprenticeship Workbook III
9-901.062	1995	Integrated Lesson Plans
9-901.001	1987	Mapping Out Success: A Guide to Navigating The Job Market Employability Skills Unit
9-901.059	1995	System of Core Standards & Measures of Performance for Secondary and Postsecondary Vocational Education Programs
9-901.064	1995	System of Core Standards and Measures of Performance for Secondary Vocational Education Programs: 1993-94 Statewide
9-901.030	1993	Vocational Cooperative Education Guide for Teacher/ Coordinators
9-901.078	1996	Vocational Education Student Follow-Up (1994 Statewide Summary Report)
9-901.007	1989	Vocational Partnerships in Virginia
9-901.058	1995	Writing Competency-Based Frameworks: A Workbook for Teachers

Other Resources

ADM 0061	1996	1996-97 Library Catalog
ADM 0007		VVCRC Brochure
ADM 0069		VVCRC Rolodex Card

Computerized Resources

V-TECS Data on Disk

601-2	1994	Workplace Skills (ASCII, 2 disks)
118-3	1991	Introduction to Occupations Test Items
601-3	1994	Workplace Skills Test Items

ERIC Digests

ED-167	1995	Adult Career Counseling in a New Age
ED-166	1995	Adult Learner Retention Revisited
ED-124	1994	Apprenticeship and the Future of the Work Force
ED-156	1995	Business/Education Partnerships
ED-157	1995	Business/Industry Standards and Vocational Program Accountability
ED-138	1994	Career Development through Self-Renewal
ED-128	1994	Career Education and Applied Academics
ED-135	1994	Career Education for a Global Economy
ED-137	1994	Career Resource Centers
ED-164	1995	Family Role in Career Development
ED-162	1995	Inclusive Adult Learning Environments
ED-120	1994	Integrating Academic and Vocational Education: Strategies for Implementation
ED-134	1994	Integrating Science and Math in Vocational Education
ED-140	1994	Locating Education and Literacy Statistics
ED-123	1994	Multicultural Career Education and Development
ED-161	1995	New Ways of Learning in the Workplace
ED-163	1995	Not Just a Number: Critical Numeracy for Adults
ED-142	1994	Parents and the School-to-Work Transition of Special Needs Youth

ED-141	1994	Part-Time Faculty in Adult and Vocational Education
ED-159	1995	Prison Literacy Programs
ED-165	1995	SCANS and the New Vocationalism
ED-125	1994	Total Quality Management: Application in Vocational Education
ED-133	1994	Vocational Education's Role in Dropout Prevention
ED-143	1994	Women and Entrepreneurship
ED-139	1994	Women, Human Development, and Learning
ED-131	1994	Workplace Literacy: Lessons from Practice

AGRICULTURAL EDUCATION

Virginia Curriculum and Promotional Materials

2-209.016	1989	Agricultural Business Administrative Guide (No reprints)
2-209.014	1986	Agricultural Business Task Analyses
2-208.022	1986	Agricultural Machinery Service Administrative Guide
2-208.020	1985	Agricultural Machinery Service Instructional Resource Guide
2-201.087	1988	Agricultural Mechanics and Basic Plant Science/Agricultural Mechanics and Basic Animal Science Administrative
2-201.089	1991	Agricultural Mechanics and Basic Plant Science/Agricultural Mechanics and Basic Animal Science Task
2-201.086	1988	Agricultural Production Task Analyses
2-201.077	1984	Agricultural Production Task List (No Reprints)
2-201.085	1988	Agricultural Production: An Administrative Guide for Agricultural Education
2-210.023	n.d.	Agriculture Education: Keeping Virginia Growing (Brochure)
2-220.001	1991	Applied Agricultural Concepts: A Curriculum Guide for Agricultural Education
2-096.001	1996	Aquaculture Infusion Units (available Sept. 1)
2-201.083	1987	Cooperative Education in Agriculture in Virginia
2-220.002	1991	Ecology and Conservation: A Curriculum Guide for Agricultural Education
2-220.003	1991	Equine Management and Production: A Curriculum Guide for Agricultural
2-210.021	1986	Farbus Planimal Comic Book
2-210.020	1986	Farbus Planimal Poster
2-204.004	1984	Forestry in Agricultural Education in Virginia
2-203.052	1986	Horticulture Administrative Guide
2-203.053	1986	Horticulture III, IV, and V Task Analyses
2-201.090	1993	Instructional Manual for Continuing Education in Agriculture in Virginia
2-220.006	1996	Instructional Units for Agriscience Education for the Middle School: Grade 6
2-220.004	1991	Leadership Development: A Curriculum Guide for Agricultural Education
2-205.010	1985	Livestock Production Task Analyses
2-201.074	1985	Natural Resources Management Administrative Guide
2-210.015	1985	Planning and Implementing a Competency-Based Special Agriculture Program
2-220.005	1991	Small Engine Repairs: A Curriculum Guide for Agricultural Education
2-210.024	1993	Virginia FFA Guide to Contests and Awards (Revised)
2-204.005	1988	Virginia's Forests: Their Importance to Our Economy (Filmstrip) (Must order through VDOE)

V-TECS Catalogs and Guides

910-1	1981	Cattle Rancher
911-1	1981	Cotton Grower
912-1	1982	Dairy Worker
140-1	1991	Farm Business Manager
913-1	1981	Farm Cash Grain
914-1	1980	Farm Equipment Mechanic
915-1	1984	Farm Equipment Set Up Manager
183-1	1984	Floriculture Worker: Retail Flower Shop Salesperson and Floral Designer
916-1	1981	Garden Center Salesperson/Worker/ Landscape Designer
917-1	1981	Orchardist
108-1	1987	Ornamental Horticulture Productions Occupations

190-1	1983	Poultry Farmer
918-1	1982	Swine Farmer
919-1	1981	Tobacco Grower
920-1	1981	Vegetable Grower

Other Resources

C 1190	1979	Agriculture Cooperatives
C 1210	1979	Physical Features in Soil
C 1250	1980	Planning and Managing Land Labs
C 1140	1980	Preparing EMR Students for Vocational Horticulture
C 1110	1972	Virginia Agriculture and Mechanical College: Historical Data Book

Computerized Resources

TL100.000	1993	Agricultural Education Task Lists (on diskette only)

V-TECS Data on Disk

140-2	1991	Farm & Ranch Business Manager (ASCII)
140-3	1987	Farm & Ranch Business Manager Test Items
183-2	1985	Floriculture Worker, Retail Flowershop Salesperson, and Floral Designer (ASCII)
135-2	1992	Food Science/Processing Employee (ASCII)
135-3	1992	Food Science/Processing Employee Test Items
108-2	1988	Ornamental Horticulture Production Occupations (ASCII)
108-3	1988	Ornamental Horticulture Production Occupations Test Items
190-2	1983	Poultry Farmer (ASCII)

BUSINESS EDUCATION

Virginia Curriculum and Promotional Materials

25-250.226	1983	Business Economics Task Analyses
25-250.208	1983	Business Education Service Area Resource
25-250.384	1986	Business Education-Your Link to the Future (Poster)
25-250.225	1985	Business Law Task Analyses
25-250.396	1995	The Business Program in Virginia (envelope)
25-250.397	1995	The Business Program in Virginia Logo Sheets (2)
25-250.394	1995	Cooperative Office Education: A Business Partnership (brochure)
25-201.057	1995	Correlation of Virginia Standards of Standards of Learning with Business Course Competencies (rev.)
25-096.001	1996	A Guide to Business Course Competencies
25-201.055	1995	A Guide to Business Course Competencies: The Business in Virginia
25-250.209	1983	Introduction to Business Task Analyses
25-250.211	1983	Legal Office Procedures Task Analyses
25-250.210	1983	Office Supervision and Management Task Analyses
25-250.213	1983	Recordkeeping Task Analyses
25-250.395	1995	The Business Program in Virginia (brochure)
25-251.392	1996	Virginia FBLA Annual Update (1996 Revisions)
25-250.392	1994	Virginia FBLA State Handbook

V-TECS Catalogs and Guides

136-1	1988	Banking Clerk Related Occupations
155-1	1988	Legal Secretary

Other Resources

C 2050	1993	Business Computer Software Curriculum Series/Keyboarding
C 2040	1991	Business Computer Software Curriculum Series: Part 1 — Business Applications Software
C 2070	1993	Business Computer Software Curriculum Series: Part 2 — Test Items for Business Computer Tasks

C 2080	1993	User's Manual for Lesson Bank: The Instructional Management System

Computerized Resources

TL200.000	1993	Virginia Business Task Lists (on disk only)

V-TECS Data on Disk

194-2	1991	Accounting Clerk (ASCII)
136-2	1988	Banking Clerk (ASCII)
104-2	1991	Cashier/Checker (ASCII)
104-3	1990	Cashier/Checker Test Items
105-2	1990	Computer Applications Specialist (ASCII)
105-3	1990	Computer Applications Specialist Test Items
184-2	1995	Computer Operations (ASCII)
184-3	1995	Computer Operations Test Items
150-2	1992	Data Entry Operator (ASCII)
150-3	1989	Data Entry Operator Test Items
155-2	1988	Legal Secretary (ASCII)
170-2	1993	Medical Transcriptionist (ASCII)
170-3	1994	Medical Transcriptionist Test Items
147-2	1987	Paralegal/Legal Assistant (ASCII)
161-2	1989	Paying and Receiving Bank Teller (ASCII)
185-2	1995	Secretarial Occupations Core (ASCII)
185-3	1995	Secretarial Occupations Core Test Items

CAREER CONNECTIONS

Virginia Curriculum and Promotional Materials

75-752.150	1996	Career Pathways (Teacher's Guide)
75-96.001	1996	Education for Employment (EFE) Resource List
75-752.151	1996	EFE Curriculum Guide
75-752.144	1986	Employment—EFE/WECEP
75-752.143	1983	Pre-Employment—EFE/WECEP

Computerized Resources

TL800.000	n.d.	Virginia Career Connection Task Lists (on disk only)

GENDER EQUITY

Brochures

7-100.017	n.d.	Gender Equity in Education - Virginia's Program
7-100.002	n.d.	It's Not a Sugar 'n Spice World Out There (Brochure)
7-100.019	n.d.	Know Your Rights - Family and Medical Leave
7-100.015	n.d.	Marital Sexual Assault is a Crime in Virginia
7-100.014	1996	A Quiz for Parents
7-100.016	n.d.	Sexual Assault: How to Recognize It - How to Prevent It
7-100.018	n.d.	Sexual Assault: Reducing the Risk and Coping with an Attack

Handbooks/Catalogs

7-300.024	n.d.	Morning Glory Press Catalog - Publications on Adolescent Pregnancy
7-300.002	n.d.	Public Relations Model for the Promotion of Vocational Sex Equity
7-300.021	n.d.	Sexual Assault: A Handbook for Victims
7-300.012	1994	Virginia Gender Equity Resource Center Library Catalog
7-300.013	n.d.	Women's History Project Resource Catalog

Other Resources

7-500.002	n.d.	Explore All the Options! Bulletin Board Kit
7-500.020	n.d.	Gender Equity: A Limited Bibliography

7-500.011	n.d.	Glossary of Gender Equity Terms
7-500.003	n.d.	Jobs Aren't What They Used To Be (Bookmarks)
7-500.014	n.d.	Male Issues: A Limited Bibliography
7-500.018	n.d.	Nontraditional Occupations: A Limited Bibliography
7-500.021	n.d.	Parenting: A Limited Bibliography
7-500.022	n.d.	Resources for Women: Virginia Women's Centers
7-500.016	n.d.	Sex Bias: A Limited Bibliography
7-500.015	n.d.	Sex-Role Stereotyping: A Limited Bibliography
7-500.017	n.d.	Sexual Harassment: A Limited Bibliography

HEALTH OCCUPATIONS EDUCATION

Virginia Curriculum and Promotional Materials

45-450.173	1991	Health Assistant I Task Analyses
45-450.174	1992	Health Assistant II: Home Health Aide Task Analyses
45-096.001	1996	Health Occupations Course Competencies with Related Academic Standards of Learning
45-450.090	1984	Health Occupations Education Service Area Resource
45-450.176	1994	Practical Nursing Task Analyses
45-450.172	1991	Psychiatric Aide Task Analyses
45-450.091	1985	Respiratory Therapy Assistant Task Listing

V-TECS Catalogs and Guides

940-1	1985	Respiratory Therapist

Other Materials

C 4070	1987	Microcomputer Applications for Secondary Health Occupations Programs

Computerized Resources

TL300.000	1993	Health Occupations Education Task Lists (on diskette only)

V-TECS Data on Disk

117-2	1991	Biomedical Equipment Technician (ASCII)
117-3	1991	Biomedical Equipment Technician Test Items
157-2	1985	Dental Hygienist (ASCII)
116-2	1991	Emergency Medical Technician (ASCII)
116-3	1990	Emergency Medical Technician Test Items
132-2	1991	Health Care Assistant (ASCII)
154-3	1992	Home Health Aide Test Items
126-2	1992	Nursing Assistant (ASCII)
126-3	1986	Nursing Assistant Test Items
107-2	1990	Occupational Therapy Occupations (ASCII)
107-3	1990	Occupational Therapy Occupations Test Items
171-2	1993	Opticianary (ASCII)
109-2	1989	Physical Therapy Occupations (ASCII)
109-3	1990	Physical Therapy Occupations Test Items
111-2	1992	Radiologic Technology Occupations (ASCII)
111-3	1988	Radiologic Technology Occupations Test Items
113-2	1988	Surgical Technician (ASCII)
113-3	1989	Surgical Technician Test Items

MARKETING EDUCATION

Virginia Curriculum and Promotional Material

35-371.003	1985	Apparel and Accessories I
35-371.004	1987	Apparel and Accessories II
35-800.001	1993	Customer Service Marketing

35-381.021	1994	Effective Supervision Through Leadership
35-400.001	1989	Fundamentals of Marketing (Vols. 1 & 2)
35-381.015	1988	General Marketing Master Task List
35-096.001	1996	A Guide to Marketing Course Competencies
35-381.023	1995	A Guide to Marketing Course Competencies
35-381.017	1989	Guide to Virginia Marketing Education CBE Curriculum
35-381.014	1985	Incorporating Computer Technology into the Marketing Curriculum
35-359.008	1988	Market Planning
35-400.002	1990	Marketing (Vols. 1 & 2)
35-381.024	1995	Marketing Logo Sheet
35-500.004	1990	Marketing Student Personnel Record
35-358.004	1990	Mathematics in Merchandise Management
35-381.022	1995	Motivating the Teenage Worker
35-381.025	1995	Preparing Effective Trainers
35-382.023	1996	Related Academic Skills for Make It Your Business (Correlation of Virginia
35-381.020	1994	Sports, Entertainment, and Recreation Marketing Task List
35-500.005	1993	Student Competency Record for Advanced Apparel and Accessories
35-500.003	1990	Student Competency Record for Advanced Marketing
35-500.006	1994	Student Competency Record for Advanced Planning for Entrepreneurship
35-500.007	1994	Student Competency Record for Advanced Supervisory Management
35-381.016	1988	Suggested Resources for Marketing Education
35-354.007	1988	Supervisory Management
35-773.007	1987	Virginia DECA Handbook for Advisors

V-TECS Catalogs and Guides

151-1	1989	Fashion Merchandising Occupations
950-1	1982	Food Marketing Manager/Supervisor
951-1	1980	Hardware Salesperson
952-1	1981	Property Manager
953-1	1981	Public Housing Management
954-1	1984	Real Estate Salesperson
955-1	1983	Shipping and Receiving Clerk

Other Resources

C 3300	1972	You're Hired! Getting the Right Job for You

Computerized Resources

TL400.000	1993	Marketing Education Task Lists (on diskette only)

V-TECS Data on Disk

130-2	1990	Entrepreneurship (ASCII)
151-2	1989	Fashion Merchandising Occupations (ASCII)
151-3	1991	Fashion Merchandising Occupations Test Items
123-2	1988	Hotel/Motel Management and Related Occupations (ASCII)
123-3	1989	Hotel/Motel Management and Related Occupations Test Items
122-2	1992	Small Business Entrepreneur (ASCII)
114-2	1989	Tourism Specialist (ASCII)
114-3	1991	Tourism Specialist Test Items

TECH PREP

Virginia Curriculum and Promotional Materials

9-901.071	1996	Access to Success: Strategies for Serving Special Populations in Tech
9-901.039	1994	Accounting Occupational Analyses
8-870.001	1990	Aviation Pilot Training and Aviation Technician Task Analyses (Year I/Semester I)
8-870.002	1990	Aviation Pilot Training Task Analyses (Year I/Semester II)
8-870.004	1990	Aviation Pilot Training Task Analyses (Year II)
8-870.003	1990	Aviation Technician Task Analyses (Year I/Semester II)

8-870.006	1991	Aviation Technician Training II Task Analysis
5-503.050	1994	Child Care Services Task Analyses
9-901.061	1995	Communication 9: A Curriculum Framework
9-901.068	1996	Communication, Arts, and Media Cluster: Occupational Analyses
25-250.390	1991	Computer Information Systems Task Analyses (2+2)
9-901.034	1993	The Counselor's Role in Tech Prep
9-901.052	1994	Culinary Arts Occupational Analyses
9-901.037	1994	Developing Tech Prep Initiatives in Virginia: A Planning Guide
5-503.049	1993	Early Childhood Development Curriculum Guide
9-901.100	1996	Educational and Career Planning Portfolio
8-880.002	1991	Electronics Technology Task Analyses (2+2)
55-550.110	1988	Engineering Design Technology Task Analysis (2+2)
8-870.005	1990	Flight Syllabus for Aviation Pilot Training (Years I and II)
5-504.037	1992	Food Service Management: A Secondary/Postsecondary Program to Prepare Food Service Specialists (2+2)
8-880.003	1991	Industrial Electricity Task Analyses (2+2)
45-450.175	1991	Licensed Practical Nurses Pursuing an Associate Degree in Nursing Task
9-901.066	1996	Occupational Analyses - Agriculture and Natural Resources
9-901.067	1996	Occupational Analyses - Business and Marketing Cluster
9-901.070	1996	Occupational Analyses - Health and Human Services Cluster
C 9000	1996	Stars at Work: A Directory of Best Practices
9-901.038	1994	Tech Prep Evaluation Planning Guide
9-901.060	1995	Tech Prep in Virginia 1990-95 Report on Virginia Consortia
9-901.056	1994	Tech Prep-Marketing Folder

TECHNOLOGY EDUCATION

Virginia Curriculum and Promotional Materials

55-550.079	1983	Basic Technical and Engineering Drawing Instructional Resource Guide
55-550.090	1984	Communication Technology Instructional Tasks/Competencies
55-550.114	1991	Computing Systems Instructional Tasks/ Competencies
55-550.118	1992	Design and Technology: Teacher's Guide for High School Technology Education
55-550.122	1994	Design Briefs for Technology Education
55-550.081	1983	Electricity/Electronics Technology Instructional Resource Guide
55-550.106	1988	Elementary School Technology Education in Virginia's Public Schools
55-550.092	1985	Energy and Power Instructional Tasks/ Competencies
55-550.112	1990	Explorations in Technology—Technology Education in Virginia's Middle Schools (brochure)
55-550.123	1996	Female Educators and Students Assess Gender Equity in Technology Education
55-550.089	1985	Graphic Communications Instructional Tasks/Competencies
55-776.010	1993	Integrating TSA Activities in the Technology Education Program
55-550.108	1988	Introduction to Engineering and Research Instructional Tasks/Competencies
55-550.107	1988	Introduction to Technology Instructional Tasks/Compentencies
55-550.111	1989	Inventions and Innovations Task Analyses
55-550.104	1986	Materials and Processes Technology Instructional Tasks/Competencies
55-776.013	1996	Organizing the Technology Student Association
55-550.201	1996	Pre-Engineering
55-550.120	1994	Supplemental Instructional Resource Guide for High School Technology Education Programs
55-550.113	1990	Technological Systems
55-550.119	1992	Technology Education Curriculum K-12
55-550.121	n.d.	Technology Education in the Elementary School
55-550.109	1989	Touch Tomorrow Through Technology Today (Poster)
55-776.012	1995	TSA Executive Council Handbook
55-776.011	1994	Virginia TSA Officer Handbook
55-550.200	1996	What is Technology? Technical Education Poster Set

Other Resources

C 6400	n.d.	Ideate is a Super Problem Solver (Poster)
C 6410	n.d.	Increase Your Ideas By... (Poster)
C 6420	n.d.	Technology as a System (Poster)

Computerized Resources

TL500.000	1993	Technology Education Task Lists

TRADE & INDUSTRIAL EDUCATION

Virginia Curriculum and Promotional Materials

8-817.019	1986	Industrial Cooperative Training Task Analyses
8-869.152	1986	Piano Technology for the Visually Impaired Task List
8-869.047	1982	Radio and Television Repair Instructional Resource Guide
8-869.157	1993	Trade and Industrial Education Beginning Teachers Making the Transition (1993)
8-869.046	1984	Trade and Industrial Education Service Area Resource
8-900.001	1994	VICA Competitive Events Manual

V-TECS Catalogs and Guides

144-1	1985	Auto Air Conditioning and Electrical System Technician
146-1	1983	Auto Engine Performance Technician
134-1	1985	Auto Mechanic: Suspension Systems, Brakes, and Steering
102-1	1983	Automotive Engine and Drive Train Technician
164-1	1985	Cosmetology Curriculum Guide
189-1	1983	Duplicating Machine Operator
133-1	1989	Environmental Systems Heating and Air Conditioning Installer/Servicer Technician Catalog of Performance Objectives
960-1	1980	Heavy Equipment Mechanic
961-1	1985	Industrial Electricity Curriculum Guide
962-1	1984	Industrial Traffic Manager
963-1	1981	Miner I—Underground Coal Mine Worker
964-1	1981	Photo Lab Technician
110-1	1987	Printing Occupations
187-1	1980	Radio Communications Technician
167-1	1983	Sheet Metal Worker (Revised)
120-1	1991	Small Engine Repair
965-1	1980	Solar Heating Mechanic
966-1	1980	Underground Coal Mining Machine Maintenance
165-1	1984	Welder

Other Resources

C 7010	1979	Air Conditioning and Refrigeration Instructional Guide
C 7115	1979	Carpetlaying Instructor's Key for Study Guide
C 7110	1978	Carpetlaying Study Guide
C 006AL	n.d.	Companion Document for Auto Mechanics
C 050AL	n.d.	Curriculum Standards for Welding
C 7125	1979	Floorcovering Instructor's Key to Study Guide
C 7120	1979	Floorcovering Study Guide
C 7070	1977	Industrial Work Experience II
C 7020	1979	Vocational Power Mechanics Instructional Guide
C 7210	1981	Financial Protection for the Worker (9) (ICT LAP)
C 7230	1981	Look at the Problems of Industry (11) (ICT LAP)

Computerized Resources

TL600.000	1993	Trade & Industrial Education Task Lists (on diskette only)

V-TECS Data on Disk

193-2	1994	Appliance Repairer (ASCII)
101-2	1988	Architectural Drafter (ASCII)
101-3	1988	Architectural Drafter Test Items
144-2	1992	Auto Air Conditioning/Electrical System Technician (ASCII)
195-2	1993	Auto Body Repair (ASCII)
195-3	1994	Auto Body Repair Test Items
102-2	1983	Auto Engine and Drive Train Technician (ASCII)
102-3	1983	Auto Engine/Drive Train Technician Test Items
146-2	1983	Auto Engine Performance Technician (ASCII)
134-2	1985	Auto Mechanics: Suspension Systems, Brakes, and Steering (ASCII)
103-2	1992	Bricklayer (ASCII)
103-3	1989	Bricklayer Test Items
148-2	1986	Building Repairer (ASCII)
148-3	1986	Building Repairer Test Items
138-2	1981	Cabinetmaker (ASCII)
142-2	1983	Carpenter (ASCII)
428-2	1995	Computer Equipment Repairer (ASCII, 2 disks)
428-3	1995	Computer Equipment Repairer Test Items
106-2	1992	Computerized Numerical Control (ASCII)
106-3	1986	Computerized Numerical Control Test Items
164-2	1985	Cosmetologist (ASCII)
166-2	1985	Diesel Mechanic (ASCII)
121-2	1990	Drywall Installer (ASCII)
189-2	1983	Duplicating Machine Operator (ASCII)
129-2	1989	Electronic Service Technician (ASCII)
133-2	1993	Environmental Systems: Heating & Air Conditioning Installer/Service Technician (ASCII)
133-3	1991	Environmental Systems: Heating and Air Conditioning Installer/Servicer Technician Test Items
131-2	1991	Facility Maintenance (ASCII)
177-2	1993	Firefighter (ASCII)
176-2	1995	House Electrician (ASCII)
188-2	1994	Industrial Electricity (ASCII)
143-2	1986	Industrial Maintenance Mechanic (ASCII)
137-2	1984	Laser System Technician (ASCII)
172-2	1993	Machine Shop (Machinist) (ASCII)
168-2	1993	Machine Tool Operations (ASCII)
174-2	1993	Mechanical Drafter (ASCII)
160-2	1992	Plumber (ASCII)
110-2	1987	Printing Occupations (ASCII)
110-3	1989	Printing Occupations Test Items
187-2	1980	Radio Communications Technician (ASCII)
175-2	1993	Radio/Television Service (ASCII)
162-2	1984	Robotics Technician (ASCII)
159-2	1995	Roofer (ASCII)
167-2	1983	Sheet Metal Worker (ASCII)
120-2	1991	Small Engine Repairer (ASCII)
120-3	1991	Small Engine Repairer Test Items
115-2	1987	Tractor/Trailer Truck Driver (ASCII)
115-3	1989	Tractor-Trailer/Truck Driver Test Items
163-2	1986	VCR & Related Equipment Repair (ASCII)
165-2	1984	Welder (ASCII)

WORK AND FAMILY STUDIES

Virginia Curriculum and Promotional Materials

5-509.008	1995	At Risk Students in Work and Family Studies
5-509.003	n.d.	Building the Skillful Learner Phase II
5-509.005	1994	Building the Skillful Learner: Integrating Student Leadership into the
5-509.017	1996	Building the Skillful Learner: Resources Notebook Update
5-509.016	1996	Building the Skillful Learner: Work Focus Notebook Update
5-503.048	n.d.	Child Development and Guidance for Gifted Students Task Analyses
5-500.084	1994	Child Development Certificate
5-509.013	1995	Exploring Work and Family Roles-Middle School Notebook (1995)
5-509.011	1995	Family Focus-High School Notebook (1995)
5-509.009	1995	Resources Notebook (1995)
5-509.006	n.d.	Student Career Path Planner Grade 8
5-509.007	n.d.	Student Career Path Planner Grades 9-12
5-509.012	1995	Student Leadership: FHA/HERO Notebook (1995)
5-503.047	n.d.	Task Listing for Child Development and Parenting
5-505.027	n.d.	Task Listing for Home Furnishings Occupations I and II
5-755.013	1995	Virginia FHA/HERO Star Events Manual
5-500.082	1992	Virginia Occupational Child Care Program Goals (Brochure)
5-500.083	1992	Virginia Occupational Child Care Programs: The Difference DAP Makes (Brochure)
5-509.014	1995	Work and Family Studies Marketing Package
5-509.010	1995	Work Focus Notebook (1995)

V-TECS Catalogs and Guides

980-1	1981	Baker
156-1	1984	Caterers
119-1	1988	Child Care and Guidance
192-1	1982	Parenting

Computerized Material

TL700.000	1993	Work & Family Studies Education Task Lists

V-TECS Data on Disk

156-2	1984	Caterers (ASCII)
119-2	1988	Child Care and Guidance (ASCII)
119-3	1988	Child Care & Guidance Test Items
149-3	1989	Child Care Worker Test Items
173-2	1976	Clothing Alterationist (ASCII)
141-2	1982	Commercial Cook (ASCII)
153-3	1992	Home and Career Skills Test Items
178-2	1993	Homemaker: Clothing and Textiles (ASCII)
180-2	1993	Homemaker: Foods (ASCII)
181-2	1993	Homemaker: Housing & Furnishings (ASCII)
182-2	1993	Homemaker: Human Development (ASCII)
179-2	1993	Homemaker: Management & Family Economics (ASCII)
192-2	1994	Parenting (ASCII)

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1 copy of any material in the VVCRC inventory is available at no cost to Virginia public educators. Please order by catalog number and title. Thank you.

Catalog Number	Title

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